

## SOLICITATION

FINAL

1. SOLICITATION NO. N6523618R3143		2. AMENDMENT NO.		3. EFFECTIVE DATE 07/16/2018		4. PURCHASE REQUEST NO. 1300684452	
5. ISSUED BY Melissa A Connell SPAWAR-Systems Center Lant (CHRL) P.O. BOX 190022 North Charleston SC 29419-9022 lisa.connell@navy.mil 843-218-2701		CODE N65236		6. ADMINISTERED BY		CODE	
7. CONTRACTOR		CODE		FACILITY		8. DELIVERY DATE See Section F	
						9. CLOSING DATE/TIME 07/30/2018 1200 (hours local time – Block 5 issuing office)	
						SET ASIDE TYPE Reserved for 8(a) SB	
						10. MAIL INVOICES TO See Section G	
11. SHIP TO  See Section D				12. PAYMENT WILL BE MADE BY CODE			
13. TYPE OF ORDER				This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above-numbered contract.			
D				X			
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.							
NAME OF CONTRACTOR		SIGNATURE		TYPED NAME AND TITLE		DATE SIGNED	
14. ACCOUNTING AND APPROPRIATION DATA See Section G							
15. ITEM NO.		16. SCHEDULE OF SUPPLIES/SERVICES		17. QUANTITY ORDERED/ACCEPTED*		18. UNIT	
						19. UNIT PRICE	
						20. AMOUNT	
See the Following Pages							
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				21. UNITED STATES OF AMERICA By: CONTRACTING/ORDERING OFFICER			
22. TOTAL							
SECTION				DESCRIPTION			
B				SUPPLIES OR SERVICES AND PRICES/COSTS			
C				DESCRIPTION/SPECS/WORK STATEMENT			
D				PACKAGING AND MARKING			
E				INSPECTION AND ACCEPTANCE			
F				DELIVERIES OR PERFORMANCE			
G				CONTRACT ADMINISTRATION DATA			
SECTION				DESCRIPTION			
H				SPECIAL CONTRACT REQUIREMENTS			
I				CONTRACT CLAUSES			
J				LIST OF ATTACHMENTS			
K				REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS			
L				INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS			
M				EVALUATION FACTORS FOR AWARD			

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**GENERAL INFORMATION**

**DEPARTMENT OF THE NAVY  
SPACE AND NAVAL WARFARE SYSTEMS CENTER ATLANTIC  
P.O. BOX 190022, NORTH CHARLESTON, SC 29419-9022**

**SECTION A – Solicitation/Contract Form**

**(SeaPort-e: General)**

**IN REPLY REFER TO:**

**PR # 1300684452**

**TASK ORDER REQUEST FOR PROPOSALS**

**FOR**

**SeaPort-e / 8(a) Small Business Set-aside / Zone 4**

**\*\*PLEASE READ THIS RFP VERY CAREFULLY AND IN ITS  
ENTIRETY\*\***

**Item Description: Data Center and Cloud Hosting Services  
(DC2HS) Operations Center and Sustainment**

**Response and Evaluation Criteria:**

**Evaluation method:**

**Best Value-Tradeoff**

**Non-Cost/Technical Factors:**

**Factor A: Technical Capability**

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## SECTION B SUPPLIES OR SERVICES AND PRICES

Offerors please complete.  
CLIN - SUPPLIES OR SERVICES

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7001	Base Year/ Cost CLIN / Funding #1 PWS/Subtask Para(s) All - APPN(s) OM&N (O&MN,N)	1.0	LO			

For Cost Type / NSP Items

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7002	See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7101	Option Year One (1)/ Cost CLIN / Funding #1 PWS/ Subtask Para(s) All - APPN(s) OM&N (O&MN,N)  Option	1.0	LO			

For Cost Type / NSP Items

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7102	See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For Cost Type Items:

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7201	Option Year Two (2)/ Cost CLIN / Funding #1 PWS/ Subtask Para(s) All - APPN(s) OM&N (O&MN,N)  Option	1.0	LO			

For Cost Type / NSP Items

Item	Supplies/Services	Qty	Unit	Est. Cost	Fixed Fee	CPFF
7202	See Exhibit A - Contract Data Requirements List	1.0	LO			NSP

For ODC Items:

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Item	Supplies/Services	Qty	Unit	Est. Cost
9001	Base Year/ ODC CLIN / Funding #1 PWS/ Subtask Para(s) All - APPN(s) OM&N (O&MN,N)	1.0	LO	
9101	Option Year One (1)/ ODC CLIN / Funding #1 PWS/ Subtask Para(s) All - APPN(s) OM&N (O&MN,N)  Option	1.0	LO	
9201	Option Year Two (2)/ ODC CLIN / Funding #1 PWS/ Subtask Para(s) All - APPN(s) OM&N (O&MN,N)  Option	1.0	LO	

#### HQ B-2-0015 PAYMENTS OF FEE(S) (LEVEL OF EFFORT – ALTERNATE 1) (NAVSEA) (MAY 2010)

(a) For purposes of this task order, “fee” means “target fee” in cost-plus-incentive-fee type task orders, base fee" in cost-plus award-fee type task orders, or "fixed fee" in cost-plus-fixed-fee type task orders for level of effort type task orders.

(b) The Government shall make payments to the Contractor, subject to and in accordance with the clause in this task order entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE", (FAR 52.216-10), as applicable. Such payments shall be submitted by and payable to the Contractor pursuant to the clause of this task order entitled "ALLOWABLE COST AND PAYMENT" (FAR 52.216-7), subject to the withholding terms and conditions of the "FIXED FEE" or "INCENTIVE FEE" clause, as applicable, and shall be paid fee at the hourly rate(s) specified in the table below per man-hour performed and invoiced. Total fee(s) paid to the Contractor shall not exceed the fee amount(s) set forth in this task order. In no event shall the Government be required to pay the Contractor any amount in excess of the funds obligated under this task order.

Year	CLIN	Fixed Fee	Hours	Fee per Direct Labor Hour
Base Year (Funding 1)	7001		94,085	
Option Year 1 (Funding 1)	7101		100,325	
Option Year 2 (Funding 1)	7201		108,645	

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## SECTION C DESCRIPTIONS AND SPECIFICATIONS

### SECTION C – DESCRIPTION/SPECS/WORK STATEMENT

#### SPECIFICATIONS/STATEMENT OF WORK/PERFORMANCE WORK STATEMENT

Work under this performance-based task order will be performed in accordance with the following description/specifications/ statement of work (SOW) which herein will be referred to as Performance Work Statement (PWS):

**SHORT TITLE:** Data Center and Cloud Hosting Services (DC2HS) Operations Center and Sustainment

#### 1.0 PURPOSE

##### 1.1 SCOPE

This PWS covers Information Technology (IT) planning, analysis, evaluation, monitoring, alerting, and sustainment support services to Space and Naval Warfare Systems Center (SPAWARSYSCEN) Atlantic Data Center and Cloud Hosting Services (DC2HS) within the Enterprise Systems (ES) Department. The contractor shall provide services such as IT planning, analysis, evaluation, testing, security, documentation, logistics, administration, monitoring, alerting, and operational sustainment support required to accomplish specified tasks. The contractor, located in New Orleans, LA shall support both the Classified and Unclassified Data Center (DC) computing environments located at all SPAWARSYSCEN Atlantic facilities. The contractor will also support Commercial Cloud Environments including Amazon Web Services (AWS), Microsoft Office 365 (O365), and Microsoft Azure.

##### 1.2 BACKGROUND

The DC2HS Division is tasked with providing a hosting environment for Navy applications and other Department of Defense (DoD) and Homeland Security (HLS) applications utilizing both Component Enterprise Data Centers (CEDC)s and Commercial Service Providers (CSP)s as hosting platforms.

DC2HS hosting services reside on various networks including the Extended Demilitarized Zone (eDMZ) provided by NGEN, NIPRNET and SIPRNET provided by DISA, SIPRNET, and commercial internet providers hosting CSPs. Within each hosting platform, DC2HS provides a set of common services as Shared Services to resident mission owners.

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The DC2HS mission is to transition and provide its customers with a hosting facility that is designed to consolidate systems into a virtual environment while lowering cost of operations. This is accomplished through the use of the latest technologies in the areas of virtual servers and storage consolidation, consolidated and integrated support teams across geographical locations, and optimization IT resources via utilization of a shared service environment.

The DC2HS environment leverages three accredited and operational data centers located in Charleston, SC; New Orleans, LA; and Kansas City, MO, as well as CSP offerings from AWS Public and GovCloud, Microsoft Azure, and O365. Under SPAWAR Atlantic guidance, an enterprise is established to ensure consistency across all CEDCs and CSPs for both technical and non-technical operations. This baseline facilitates consistent Information Assurance Control (IAC) inheritance, Service Offerings, Mission Owner Capabilities and Responsibilities, and Disaster Recovery (DR) across the enterprise.

DC2HS is capable of supporting systems up to the Mission Assurance Category (MAC) II Sensitive and Classified levels in their respective enclaves. As part of the SPAWARSYSCEN Atlantic DC2HS Service Catalog, the DC2HS will provide hosting services that ensure the protection and assurance of the confidentiality, integrity, and availability of the respective systems.

## **2.0 PLACE(S) OF PERFORMANCE**

The following site(s) identify contractor employees' originating office location and the location of Government provided facilities. Travel locations (i.e., temporary duty sites) are specified in the Travel Section under Task Order PWS Para 11.0.

- a. SPAWARSYSCEN Atlantic locations in New Orleans, LA

## **2.1 GOVERNMENT FACILITIES**

Government facilities (i.e., office space or lab space) are provided to those labor categories that would otherwise adversely affect the work performance if they were not available on Government site. Contractor personnel with supplied Government facilities shall be located at SPAWARSYSCEN Atlantic locations in New Orleans. Contractor facilities (see para 2.2) will be provided for all other workers. Work under this order will be performed during normal working hours when practical.

Normal workweek hours for this task order will be defined according to the below requirements.

Core operating hours are 0900 to 1430 Monday – Friday. Contractor personnel are expected to

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conform to and shall be present during core hours of 0900 to 1430, with the flexibility to start and end times to accommodate an 8-hour workday with an allowance for a 30-minute lunch period each day. Shift work will be required in the accomplishment of this task. Specific times will be coordinated with the contractor and will not exceed an 8 hour workday with an allowance for a 30 minute lunch period.

## 2.2 CONTRACTOR FACILITIES

A significant portion of work issued under this task order requires close liaison with the Government. The contractor shall be prepared to establish a local facility within a twenty-five (25)-mile radius of SPAWARSYSCEN Atlantic facilities located in New Orleans, LA. Close proximity allows for proper task order administration duties. The contractor's facility is not necessary for the exclusive use of this task order and can be utilized on a shared basis. The contractor shall have the required facility within 30 days after task order award. Facility space shall include offices and conference rooms.

## 3.0 PERFORMANCE REQUIREMENTS

Contractor support for the SPAWARSYSCEN Atlantic DC2HS shall include sustainment operations and DC2HS Operations Center across the following technical areas: Windows, Unix, Linux, Network, Network Security, Storage and Storage Area Networks (SAN)s, Domain Name Services (DNS), Backups, Databases, and Virtualization including Hypervisor and Application. Support shall be for classified and unclassified systems located hosted within CEDCs or CSPs. The contractor shall provide remote monitoring to all DC2HS.

The following paragraphs list all required non-personal services tasks that will be required throughout the task order. The contractor shall provide necessary resources with knowledge and experience as cited in the personal qualification clause to support the listed tasks. Contractors shall perform requirements in accordance with Federal Acquisition Regulation (FAR) and/or Defense Federal Acquisition Regulation Supplement (DFARS) which does not include performance of inherently Governmental functions. The contractor shall complete all required tasks while controlling and tracking performance and goals in terms of costs, schedules, and resources.

### 3.1 PROGRAM MANAGEMENT

#### 3.1.1 Program Management Support

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The contractor shall assign an individual with program management expertise to organize, plan, schedule, implement, control, analyze, and report on all elements of the contract. The contractor shall directly coordinate knowledgeable resources to identify work requirements for current and planned program management (PM) tasking. The contractor shall prepare program support documentation necessary to ensure an adequate understanding and description of services is provided. Program Management Support shall include:

- Coordinate efforts between the government and contractor workforce.
- Have sufficient authority to direct, execute, and control all elements of this task order for their contract personnel.
- Prepare, present and discuss the current status of the task order in accordance with CDRL A001.
- Respond to data calls in accordance with CDRL A001.

### 3.2 SUSTAINMENT SUPPORT

3.2.1 The contractor shall be responsible for the following:

- Provide qualified and certified Sustainment Support personnel in their respective subject matter (i.e. Unix, Linux, Windows, Network, Storage, Security, and VMware) to perform sustainment system administration functions.
- Provide sustainment support outlined in this section for DC2HS hosting locations, both unclassified and classified enclaves, and NIPRNet and NMCI eDMZ architectures.
- Perform installation, configuration, testing, tuning, and troubleshooting for:
  - a) Data Center and Cloud LAN, SAN, WAN, and network security protocols, technologies, and solutions.
  - b) Multiple Storage and Storage Area Network protocols, technologies, and solutions.
  - c) Multiple Server protocols, hypervisors, technologies, and solutions.
  - d) Backup and Recovery technologies and solutions.



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e) Shared Services and associated technologies to include but not limited to: SFTP, Web Proxy, DNS, Windows Server Update Services (WSUS), YUM, Puppet, Satellite, GitLab, Host Based Security System (HBSS), OSCP Software, NTP, Directory Services, SMTP Relay, ACAS, RSA Tokens, Syslog, SLB (Server Load Balancing), VMware vCenter, VMware Operations Center, Cisco ASDM, SolarWinds, Splunk, and Cisco UCSM.

f) Windows Solaris, and Redhat Operating Systems.

g) Dell Management workstations and virtual desktops hardware and software

- Perform system software updates, tuning, patching, administration, monitoring, maintenance, IAVM patching, DADMS registration, STIG implementation, maintaining security compliance, CTO responses, auditing and logging, and reporting. The contractor shall also support the ability to Interpret server operational characteristics, accurately determine the presence of a problem, and identify possible solutions for the below and ensure configurations are in line with industry best practices.
- Responsible for network infrastructure to include: Cisco Nexus 7000, 5000, and 1000V series switches and 2000 series Fabric Extenders, Cisco ASA 5500-X series Data Center Firewall, McAfee Firewall Enterprise S6000 series appliance, McAfee Firewall Enterprise Virtual Appliance (FV), Cisco MDS series switches, Cisco UCS 6100 and 6200 series Fabric Interconnects, Cisco ASR 1000 series routers, Citrix NetScaler 9000 series appliance, F5 Network Appliances, Juniper Routers/Switches/VPNs, Cisco 6500 series switches, Cisco LAN switches, and Riverbed Steelhead CX5055 series appliances.
- Responsible for storage and backup infrastructure to include: EMC VNX, EMC VMAX, EMC Avamar, 7.x, EMC Data Domain, EMC RecoverPoint, NetApp FAS, NetApp ONTAP, Brocade/Cisco/Symmetric SAN switches, VMware SRM, and VMware View.
- Responsible for server equipment and software to include: Cisco UCS Blade Chassis and servers, Dell PowerEdge M1000e Blade Chassis and servers, HP Servers, Oracle Sun Blade Chassis and Servers, Oracle Sun SPARC servers, Cisco UCSM, VMware vSphere ESXi, VMware vCenter, Citrix XenServer, Citrix XenApp, Citrix XenDesktop, Citrix Storefront, Solaris, Solaris Zones and LDOMS, RHEL, Windows as well as Oracle 10g/11g and RAC, and MS SQL Server databases.
- Responsible for DC2HS Shared Services to include: SFTP, Web Proxy, DNS, Windows Server Update Services (WSUS), YUM, Puppet, Satellite, GitLab, Host Based Security System (HBSS), OSCP Server and software, NTP, Active Directory Services, SMTP Relay, ACAS, RSA Tokens, Syslog, SLB (Server Load Balancing), VMware vCenter, VMware Operations Center, Cisco ASDM, Backup Tools, SolarWinds, Splunk, and Cisco UCSM.
- Responsible for boundary defense to include administration (Log reviews/configuration updates/INFOCON/IA compliancy) of FW (ACLs), VPN, HBSS, IPS/IDS, security screening router and ancillary components deployed in support of Network defense.

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- Responsible for maintaining Windows Operating Systems, Solaris Operating Systems, and Redhat Operating Systems.
- Responsible for implementing backup and recovery technologies and solutions.
- Responsible for the management workstations and virtual desktops hardware and software.
- Perform planning of network, compute, storage, and cloud. Provide capacity reports monthly and per request. Develop dashboards and reporting tools to support capacity planning.
- Provide current total capacity, current used capacity, projected used capacity over next 6 months and 12 months for all network, compute, storage, and cloud infrastructure.
- Provide notifications when additional capacity is required with ample time to support procurement efforts.
- Assist with the planning and management of SPAWARSYSCEN Atlantic facility CEDC power plant, electrical systems, and mechanical systems, infrastructure equipment and software including power management systems, A/C capacity and monitoring systems, floor plan, rack, patch panels, fire suppression systems, and structured cabling plant.
- Possess a working knowledge of the ITSM/Remedy ticketing systems and be able to process, generate, monitor, and respond to trouble tickets within assigned timeframes for SPAWARSYSCEN Atlantic.
- Utilize DC2HS Change Management processes and tools in ordinance with the DC2HS Configuration Management Plan and Change Management Plan.
- Provide incident and problem resolution for Sustainment and Operations activities.
- Provide and maintain inventory list (CDRL A002) of all the equipment and software.
- Provide and maintain a list (CDRL A003) of all equipment and software warranties award date and expiration date. For commercial and serialized items with vendor specified warranty terms, the contractor shall submit and upload applicable warranty information (CDRL A003) to the COR and appropriate task order EDA file.
- Provide configuration management for hardware and software assets using inventory and tracking tools in support of asset re-utilization.
- Provide support for configuration management to include version control for all software.
- Provide 7 day, 24 hours per day on-call, stand-by support for the server, network, and storage infrastructure for the DC architecture on NIPRNET and SIPRNET and all applications hosted. The contractor shall submit a Warranty and Non-Warranty Failure Status Report (CDRL A004) within 48 hours after a failure has occurred.
- Provide 24x7x365 support, acknowledge all alerts within 30 minutes of receipt with the Data Operations Center (DOC) Manager, designee, or government leadership. Contractor personnel shall be on site, if needed to fix system, within 2 hours of receipt of all alerts.
- Provide on staff member per technical discipline to be onsite and cover 1700-2300 hours.
- Test the failover capability of the DC2HS Data Center to the designated Disaster Recovery site during scheduled COOP/Disaster Recovery exercise events. The contractor shall develop a report (CDRL A006)

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within 10 business days after the planned disaster recovery event.

- Report to the government lead as required on matters of cyber security to include INFOCON, IAVM, malicious activity, manning issues and ASI requests.
- Provide input and review of Engineering Change Requests (ECRs) from each technical discipline.
- Perform routine security scanning and remediation for enterprise. Works with administrators and system owners to mitigate and develop POA&Ms. Updates VRAM on infrastructure compliancy and POA&M status.
- Develop procedures in support of HW/SW upgrades and emerging capability insertion.
- Ensure that all systems, networks, or software devices procured, connected, and/or installed to within the DC2HS for the purposes of integration have completed DADMS registration and received FAM approval. The contractor shall ensure that all software is registered and associated in DADMS and extensions are submitted as required.
- Perform root cause analysis following service interruption recovery.
- Perform infrastructure tuning to ensure expected availability and performance levels are achieved.
- Perform and document backup and recovery strategies in ordinance with DC2HS Data protection policy.
- Maintain backups at a remote site.
- Index and track media stored for backups.
- Develop and implement procedures for check-in and check-out of backup media.
- Perform backup and restore testing and true recoveries.
- Restore customer systems within 24 hours within the local hosting facility.
- Create and provide to the Service Provider (example: NMCI Program Office or its designated contractor) necessary documentation (i.e. Boundary Change Requests (BCRs) or Accreditation packages) to request provider actions or support. In addition, the contractor shall track and ensure completion of all actions necessary to support system migration.
- Create and submit NMCI Boundary Change Request forms and Firewall Change Requests for DC2HS infrastructure and hosted systems.
- Execute Disaster Recovery (DR) for customers subscribing to the DC2HS DR Service in accordance with the service catalog. Ensure that DR customers are re-constituted within the SLA at a remote location, if required.
- Support and provide system administration for Cross Domain Solutions (CDS).
- Provide a weekly technical status and operational status report to the government (CDRL A001).
- Execute installation of DoD certificates on infrastructure.
- Maintain system architecture diagrams and system configurations in a central repository.
- Support troubleshooting efforts with external network providers, including DISA and NMCI.
- Maintain and track all root and administrator passwords in a sealed envelope to the government for storage.
- Run and interpret IA security scans for support of system accreditation and re-accreditation.
- Respond to and support security events by collecting, analyzing, and reporting relevant data. Comply with command and DC2HS Incident Reporting requirements.
- Complete an After Action Report (AAR) for any priority 1 outage within 24 hours and deliver to the government.
- Maintain HBSS and all required point products in ordinance with DISA, DoD, and Navy requirements.
- Ensure privileged and administrative users meet the requirements for the access they require and perform periodic validation of system-level accounts.
- The contractor shall support Information Assurance Data Calls and reporting to the government.

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### 3.3 DATACENTER OPERATIONS CENTER (DOC) SUPPORT

3.3.1 The contractor shall provide DOC Support to perform DOC system administration functions.

3.3.2 The contractor shall provide 24x7x365 computer operations support for DC2HS onsite at the SPAWARCYSCEN Atlantic New Orleans, LA location and remotely support other SPAWARCYSCEN Atlantic locations remotely. The DOC shall be located in the New Orleans LA facility, but shall support DR to a remote site.

3.3.3 The contractor shall provide DOC support outlined in this section for all DC2HS hosting locations both unclassified and classified enclaves and NIPRNet and NMCI eDMZ.

3.3.4 The contractor shall provide services to SPAWARCYSCEN ATLANTIC by operating, monitoring, and maintaining the DOC. The contractor shall use government provided and maintained software suites such as SolarWinds, vROPs, NERDS, or other monitoring tools. DOC support encompasses the following tasks for DC2HS Hosting Environments:

- Configure monitoring tools to monitor hardware, software, or environmental parameters that are applicable to the hardware and operating systems approved by the government.
- Perform monitoring of all network infrastructure and provider circuits on a daily basis or during an event affecting the network environment.
- Monitor the availability of all external service providers and report findings to the government.
- Receive all Customer submitted Priority 1 tickets and contact on call representative per technology area.
- Maintain the DOC capability during a DR event.
- Provide monitoring of computer facilities for proper temperature, humidity, electrical power, and fire suppression that may affect hosted computer systems and facilities.
- Provide a weekly outage report to the government showing system downtime by program and use with associated support ticket numbers. (CDRL A001).

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- Provide a backup exception report showing the jobs that failed nightly (CDRL A001).
- Provide a patching report showing the patches that were applied the previous night, the patches that failed the previous night, and the patches that are pending for the next night. This should be gathered for infrastructure and each customer individually.
- Provide a dashboard on health and status of the hosted systems and infrastructure. (CDRL A005).
- Report failure and outages to the designated government representative. Perform troubleshooting or corrective action as directed by the DC2HS standard operating procedures.
- Assist the government in equipment installation and removal at all SPAWARSYSCEN Atlantic sites.
- Routine startup and shutdown of servers as well as emergency procedures.
- Performance and availability monitoring for Infrastructure and Services.
- Monitor equipment for proper operation and evidence of failure.
- Notify specified point(s) of contact immediately in the event of equipment failure following discovery of the problem as documented in the DC2HS IT OPS Procedures Manual.
- Assist government in updating and maintaining the DC2HS IT OPS Procedures Manual and ensure all data processing operations are documented and uploaded.
- Send email notifications to customers and Data Center staff for outages, incidents and capacity alerts from Solarwinds or other monitoring tools directed by the government.
- Provide a weekly technical status report to government lead. (CDRL A001).
- Maintain cable plant infrastructure to ensure highest levels of availability. Support equipment installations and provide after-hours priority 1 hardware installation support.

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- Support cable plant installations of fiber, copper, and power and support IT equipment installation to Government standards.
- Provide reports and alerts when systems reach government thresholds of resource utilization (cpu/disk/mem/network).

### 3.4 EQUIPMENT AND MATERIAL PROCUREMENT

## 4.0 INFORMATION TECHNOLOGY (IT) SERVICES REQUIREMENTS

### 4.1 INFORMATION TECHNOLOGY (IT) GENERAL REQUIREMENTS

The contractor shall be responsible for the following:

4.1.1 Follow DoDI 8510.01 when deploying, integrating, and implementing IT capabilities.

4.1.2 Work with Government personnel to ensure compliance with all current Navy IT & cybersecurity policies, including those pertaining to Cyber Asset Reduction and Security (CARS).

4.1.3 Follow SECNAVINST 5239.3B & DoDI 8510.01 prior to integration and implementation of IT solutions or systems.

4.1.4 Register any contractor-owned or contractor-maintained IT systems utilized on task order in the Department of Defense IT Portfolio Registry (DITPR)-DON.

4.1.5 Ensure all software recommended, procured, and/or developed is compliant with Section 508 of the Rehabilitation Act of 1973, 26 CFR Part 1194 and pursuant to SPAWARINST 5721.1B.

4.1.6 Only perform work specified within the limitations of this task order.

### 4.2 ACQUISITION OF COMMERCIAL SOFTWARE PRODUCTS, HARDWARE, AND

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## RELATED SERVICES

Contractors recommending or purchasing commercial software products, hardware, and related services supporting Navy programs and projects shall ensure they recommend or procure items from approved sources in accordance with the latest DoN and DoD policies.

### 4.2.1 DoN Enterprise Licensing Agreement/DoD Enterprise Software Initiative Program

Pursuant to DoN Memorandum – Mandatory use of DoN Enterprise Licensing Agreement (ELA), contractors that are authorized to use Government supply sources per FAR Subpart 51.101 shall verify if the product is attainable through DoN ELAs and if so, procure that item in accordance with appropriate ELA procedures. If an item is not attainable through the DoN ELA program, contractors shall then utilize DoD Enterprise Software Initiative (ESI) program as prescribed in DFARS Subpart 208.74 and Government-wide SmartBuy program (see DoD memo dtd 22 Dec 05). The contractor shall ensure any items purchased outside these programs have the required approved waivers as applicable to the program. The contractor shall purchase the following software and/or software licenses:

### 4.2.2 DoN Application and Database Management System (DADMS)

The contractor shall ensure that no Functional Area Manager (FAM) disapproved applications are integrated, installed or operational on Navy networks. The contractor shall ensure that all databases that use database management systems (DBMS) designed, implemented, and/or hosted on servers and/or mainframes supporting Navy applications and systems be registered in DoN Application and Database Management System (DADMS) and are FAM approved. All integrated, installed, or operational applications hosted on Navy networks must also be registered in DADMS and approved by the FAM. No operational systems or applications will be integrated, installed, or operational on the RDT&E network.

### 4.2.3 Cybersecurity/Computer Security Requirements

The contractor shall ensure that all products recommended and/or procured that impact cybersecurity or Information Assurance (IA) shall be selected from the National Information Assurance Partnership (NIAP) Validated Products List. The contractor shall ensure the products chosen are based on the appropriate Evaluated Assurance Level (EAL) for the network involved, and are utilized in accordance with latest Defense Information Systems Agency (DISA) policy at time of order. The contractor shall store all product information and have it available for government review at any time.

## 4.3 SOFTWARE DEVELOPMENT/MODERNIZATION AND HOSTING

The contractor shall ensure all programs utilizing this task order for software development/modernization (DEV/MOD), including the development of IT tools to automate SPAWARSYSCEN Atlantic business processes, are compliant with Department of Navy (DON) Information

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Management/Information Technology (DON IM/IT) Investment Review Process Guidance requirements. Contractors shall neither host nor develop IT tools to automate SPAWARSSYSCEN Atlantic business processes unless specifically tasked within this task order. The contractor shall ensure IT tools developed to automate SPAWARSSYSCEN Atlantic business processes will be delivered with full documentation (CDRL A016) and source code (CDRL A017) to allow non-proprietary operation and maintenance by any source. The contractor shall ensure all programs are submitted with proof of completed DEV/MOD certification approval from the appropriate authority in accordance with DON policy prior to contract award (DITPR-DON Update).

\*Note: Programs must be listed on Investment Review Board (IRB) approved list.

#### 4.4 SECURITY IT POSITION CATEGORIES

Pursuant to DoDI 8500.01, DoD 8570.01-M, SECNAVINST 5510.30, SECNAV M-5239.2, and applicable to unclassified DoD information systems, a designator is assigned to certain individuals that indicates the level of IT access required to execute the responsibilities of the position based on the potential for an individual assigned to the position to adversely impact DoD missions or functions. As defined in DoD 5200.2-R (and subsequent revisions), SECNAVINST 5510.30 and SECNAV M-5510.30, three basic DoN IT levels/Position categories exist:

- IT-I (Privileged access)
- IT-II (Limited Privileged, sensitive information)
- IT-III (Non-Privileged, no sensitive information)

Note: The term IT Position is synonymous with the older term Automated Data Processing (ADP) Position (as used in DoD 5200.2-R, Appendix 10).

Investigative requirements for each category vary, depending on the role and whether the individual is a U.S. civilian contractor or a foreign national. The contractor PM shall assist the Government Project Manager or Contracting Officer's representative (COR) in determining the appropriate IT Position Category assignment for all contractor personnel. All required Single-Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBI-PR), and National Agency Check (NAC) adjudication will be performed Pursuant to DoDI 8500.01 and SECNAVINST 5510.30. Requests for investigation of contractor personnel for fitness determinations or IT eligibility without classified access are submitted by SPAWARSSYSCEN Atlantic Security Office, processed by the OPM, and adjudicated by Department of Defense Consolidated Adjudications Facility (DoD CAF). IT Position Categories are determined based on the following criteria:

##### 4.4.1 IT-I Level (Privileged)



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Personnel in this position support cybersecurity roles at command enclave infrastructure to include RDT&E, Data Centers and any other network and/or are responsible for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning and design of a computer system, including the hardware and software; or, can access a system during the operation or maintenance in such a way, and with a relatively high risk for causing grave damage, or realize a significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation shall have a favorably adjudicated Tier 5 (T5) investigation (formerly a Single Scope Background Investigation (SSBI) or SSBI-PR). The T5 is updated a minimum of every 5 years. Personnel assigned to designated IT-I positions shall have a U.S. citizenship unless a waiver request is approved by CNO. IT-I roles include the following:

- Boundary Devices Management (proxies, firewalls, traffic analyzers, VPN Gateways)
- Intrusion Detection/Prevention Systems (IDS/IPS)
- Host Based Security Systems (HBSS)
- Network infrastructure (routers, switches, enterprise wireless)
- Domain and Authentication System Administrators (Active Directory, LDAP, Kerberos, etc.) (enclave wide scope)
- Vulnerability Scanner Operators (Retina, ACAS, HP Web Inspect, etc.)
- Virtualization Technology Administrators that host any of the above (ESX, Solaris Zones, etc.)

#### 4.4.2 IT-II Level (Limited Privileged)

Personnel in this position support the-direction, planning, design, operation, or maintenance of a computer system, have privileged access to assets and systems that are tenants on SPAWARSYSCEN Atlantic networks and/or similar system constructs, and has work that is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position shall have a favorably adjudicated Tier 3 (T3) investigation (formerly National Agency Check with Law and Credit (formerly ANACI/NACLC). Personnel assigned to designated IT-II positions shall have a U.S. citizenship unless a waiver request is approved by CNO. Examples of IT-II roles include the following:

- Webserver Administrators
- Developers
- Testers
- Database Administrators

#### 4.4.3 IT-III Level (Non-privileged)

Personnel in this position support include all other positions (not considered IT-I or IT-II) involved in computer activities. A contractor in this position has non-privileged access to one or more DoD information systems/applications or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation shall have a favorably adjudicated Tier 1 (T1) investigation National Agency Check with Written Inquiries (formerly NACI).

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## 4.5 CYBERSECURITY SUPPORT

Cybersecurity (which replaced the term Information Assurance (IA)) is defined as prevention of damage to, protection of, and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. Contractor personnel shall perform tasks to ensure Navy applications, systems, and networks satisfy Federal/DoD/DON/Navy cybersecurity requirements.

### 4.5.1 Cyber IT and Cybersecurity Personnel

4.5.1.1 The Cyberspace workforce elements addressed include contractors performing functions in designated Cyber IT positions and Cybersecurity positions. In accordance with DFARS Subpart 5239.71, DoDD 8140.01, SECNAVINST 5239.20A, and SECNAV M-5239.2, contractor personnel performing cybersecurity functions shall meet all cybersecurity training, certification, and tracking requirements as cited in DoD 8570.01-M and subsequent manual [DoD 8140] when applicable prior to accessing DoD information systems. Proposed contractor Cyber IT and cybersecurity personnel shall be appropriately qualified prior to the start of the task order performance period or before assignment to the task order during the course of the performance period.

4.5.1.2 Contractors that access Navy IT shall also follow guidelines and provisions documented in Navy Telecommunications Directive (NTD 10-11) and are required to complete a System Authorization Access Request (SAAR) – Navy form as documented in Para 8.2.2.4(b).

4.5.1.3 Contractor personnel with privileged access shall acknowledge special responsibilities with a Privileged Access Agreement (PAA) IAW SECNAVINST 5239.20A.

### 4.5.2 Design, Integration, Configuration or Installation of Hardware and Software

The contractor shall ensure any equipment/system installed or integrated into Navy platform will meet the cybersecurity requirements as specified under DoDI 8500.01. The contractor shall ensure that any design change, integration change, configuration change, or installation of hardware and software is in accordance with established DoD/DON/Navy cyber directives and does not violate the terms and conditions of the accreditation/authorization issued by the appropriate Accreditation/Authorization official. Contractors that access Navy IT are also required to follow the provisions contained in DON CIO Memorandum: Acceptable Use of Department of the Navy Information Technology (IT) dtd 12 Feb 16. Use of blacklisted software is specifically prohibited and only software that is registered in DON Application and Database Management System (DADMS) and is Functional Area Manager (FAM) approved can be used as documented in Para 4.2. Procurement and installation of software governed by DON Enterprise License Agreements (ELAs) – Microsoft, Oracle, Cisco, Axway, Symantec,

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ActivIdentity, VMware, Red Hat, NetApp, and EMC shall be in accordance with DON CIO Policy and DON ELAs awarded.

#### 4.5.3 Cybersecurity Workforce (CSWF) Report

In accordance with DFARS clause 252.239-7001 and DoD 8570.01-M, the contractor shall identify cybersecurity personnel, also known as CSWF and Cyber IT workforce personnel. The contractor shall develop, maintain, and submit a monthly CSWF Report (CDRL A007) identifying CSWF individuals who are IA trained and certified. Utilizing the format provided in CDRL A001 Attachment 1 of Exhibit A, the prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor personnel. See applicable DD Form 1423 for additional reporting details and distribution instructions. Although the minimum frequency of reporting is monthly, the COR can require additional updates at any time. Contractor shall verify with the COR or other Government representative the proper labor category CSWF designation and certification requirements. The primary point of contact (POC) for all related CSWF questions is the Command CSWF Program Manager (PM) in the office of the SPAWARSYSCEN Atlantic Information Systems Security Manager (ISSM).

#### 4.5.4 Cybersecurity Worforce (CSWF) Designation

CSWF contractor personnel shall perform cybersecurity functions. In accordance with DoD 8570.01-M Information Assurance Workforce Improvement Program Manual, the CSWF is comprised of the following categories: IA Technical (IAT) and IA Management (IAM)); and specialties: Computer Network Defense Service Providers (CND-SPs) and IA System Architects and Engineers (IASAEs). Based on the IA function provided by the individual, an IA designator is assigned that references an IA category or specialty. The following Labor Categories shall meet the IA Designator, IA Level/Position, and have the estimated Primary/Additional/Embedded hours performing IA duties:

<b>Labor Category</b>	<b>Quantity Personnel</b>	<b>IA Designator</b>	<b>IA Level/Position</b>	<b>IA Duty Hours</b>	<b>IA Cert</b>	<b>OS/OE or Trng Cert</b>
<i>Computer System Analyst II</i>	2	IAT	Level 2	Primary	Sec+	OS
<i>Computer System Analyst III</i>	15	IAT	Level 2	Primary	Sec+	OS
<i>Security Specialist 2</i>	3	IAT	Level 1	Primary	Sec+	OS
<i>Computer Operator III</i>	4	IAT	Level 2	Primary	Sec+	OS
<i>ENG/SCI II</i>	3	IAT	Level 2	Primary	Sec+	OS
<i>ENG/SCI III</i>	4	IAT	Level 2	Primary	Sec+	OS
<i>ENG/SCI IV</i>	3	IAT	Level 1	Primary	Sec+	OS

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<i>Subject Matter Expert (SME) I</i>	1	IAT	Level 2	Primary	Sec+	OS
<i>Subject Matter Expert (SME) II</i>	4	IAT	Level 1	Primary	Sec+	OS
<i>Subject Matter Expert (SME) III</i>	4	IAT	Level 1	Primary	Sec+	OS
<i>Technical Writer 2</i>	1	IAT	Level 2	Embedded	Sec+	OS
<i>Project Manager</i>	1	IAT	Level 3	Embedded	Sec+	OS
<i>Program Manager</i>	.25	IAT	Level 3	Embedded	Sec+	OS

## 5.0 TASK ORDER ADMINISTRATION

Administration of the work being performed is required; it provides the Government a means for task order management and monitoring. Regardless of the level of support, the ultimate objective of the contractor is ensuring the Government's requirements are met, delivered on schedule, and performed within budget.

### 5.1 CONTRACTING OFFICER REPRESENTATIVE (COR) DESIGNATION

The COR for this task order is identified in contract clause G-TXT-01 Designation of Contracting Officer's Representative (FEB 2018).

### 5.2 CONTRACTOR LIAISON

The contractor shall assign a technical single point of contact, also known as the Program Manager (PM) who shall work closely with the Government Contracting Officer and COR. The contractor PM, located in the contractor's facility, shall ultimately be responsible for ensuring that the contractor's performance meets all Government contract requirements within cost and schedule. PM shall have the requisite authority for full control over all company resources necessary for task order performance and be available to support emergent situations. The PM shall ultimately be responsible for the following: personnel management; management of Government material and assets; and personnel and facility security. In support of open communication, the contractor shall initiate periodic meetings with the COR.

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### 5.3 CONTRACTOR MONITORING AND MAINTENANCE

The contractor shall have processes established in order to provide all necessary resources and documentation during various times throughout the day including business and non-business hours in order to facilitate a timely contract/task order response or modification in particular during urgent requirements.

#### 5.3.1 Task Order Administration & Documentation

Various types of administration documents are required throughout the life of the task order. The contractor shall provide the following documentation:

##### 5.3.1.1 Task Order Status Reports (TOSR)

The contractor shall develop Task Order Status Reports (TOSR)s (CDRL A001) and submit them monthly, weekly, and/or as cited in the requirements of each task order. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontractor reports. The TOSR includes the following variations of reports:

(a) Monthly TOSR – the contractor shall develop and submit a task order status report monthly at least 30 days after task order award on the 10<sup>th</sup> of each month for those months the task order is active. The contractor shall report on various task order functions: performance, schedule, financial, business relations, and staffing plan/key personnel; see applicable DD Form 1423 for additional reporting details and distribution instructions. This CDRL includes a Staffing Plan (CDRL A001 Attachment 1 of Exhibit A), Personnel Listing (CDRL A001 Attachment 2 of Exhibit A), and Government-furnished property (GFP) Template (CDRL A001 Attachment 3 of Exhibit A) necessary for additional data collection as applicable.

(b) Weekly TOSR – the contractor shall develop and submit a weekly status report which is e-mailed to the COR no later than close of business (COB) every Friday. The first report is required on the first Friday following the first full week after the task order award date. The contractor shall ensure the initial report includes a projected Plan Of Action and Milestones (POA&M). In lieu of a formal weekly report, larger, more complex task orders require an updated Earned Value Management report. At a minimum, the contractor shall include in the weekly report the following items and data:

1. Percentage of work completed
2. Percentage of funds expended per ship/sub/shore command and system

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3. Updates to the POA&M and narratives to explain any variances
4. If applicable, notification when obligated costs have exceeded 75% of the amount authorized

(c) Data Calls – the contractor shall develop and submit a data call report which is e-mailed to the COR within six working hours of the request. The contractor shall ensure all information provided is the most current. Cost and funding data will reflect real-time balances. Report will account for all planned, obligated, and expended charges and hours. At a minimum, the contractor shall include in the data call the following items and data:

1. Percentage of work completed
2. Percentage of funds expended
3. Updates to the POA&M and narratives to explain any variances
4. List of personnel (by location, security clearance, quantity)
5. Most current GFP and/or contractor acquired Property (CAP) listing

#### 5.3.1.2 Task Order Closeout Report

The contractor shall develop a task order closeout report (CDRL A008) and submit it no later than 15 days before the task order completion date. The prime contractor shall be responsible for collecting, integrating, and reporting all subcontracting information. See applicable DD Form 1423 for additional reporting details and distribution instructions.

#### 5.3.1.3 Enterprise-wide Contractor Manpower Reporting Application

Pursuant to NMCARS 5237.102-90, the contractor shall report all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this task order for the DoD via a secure data collection website – Enterprise-wide Contractor Manpower Reporting Application (eCMRA). The Product/Service Codes (PSC) for contracted services excluded from reporting are as follows:

- (1) W, Lease/Rental of Equipment;
- (2) X, Lease/Rental of Facilities;
- (3) Y, Construction of Structures and Facilities;
- (4) S, Utilities ONLY;
- (5) V, Freight and Shipping ONLY.

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The contractor shall completely fill-in all required data fields using the following web address: <https://www.ecmra.mil>. Reporting inputs consists of labor hours executed during the task order period of performance within each Government fiscal year (FY) which runs from October 1 through September 30. While inputs may be reported any time during the FY, the contractor shall report all data no later than October 31 of each calendar year. The contractor may direct questions to the help desk at [dod.ecmra.support.desk@mail.mil](mailto:dod.ecmra.support.desk@mail.mil).

#### 5.3.1.4 WAWF Invoicing Notification and Support Documentation

Pursuant to DFARS clause 252.232-7003 and 252.232-7006, the contractor shall submit payment requests and receiving reports using DoD Invoicing, Receipt, Acceptance, and Property Transfer (iRAPT) application (part of the Wide Area Work Flow (WAWF) e-Business Suite) which is a secure Government web-based system for electronic invoicing, receipt, and acceptance. The contractor shall provide e-mail notification to the COR when payment requests are submitted to the iRAPT/WAWF and the contractor shall include cost back-up documentation (e.g., delivery receipts, time sheets, & material/travel costs, etc.) to the invoice in iRAPT/WAWF. When requested by the COR, the contractor shall directly provide a soft copy of the invoice and any supporting invoice documentation (CDRL A009) directly to the COR within 24 hours of request to assist in validating the invoiced amount against the products/services provided during the billing cycle.

#### 5.3.1.5 Labor Rate Limitation Notification

For level-of-effort (LOE) service task orders (cost type, labor-hour and fixed-price) above the Simplified Acquisition Procedures (SAP) threshold, the contractor shall monitor labor rates as part of the monthly CSR (see CDRL A001 Attachment 2 of Exhibit A – Personnel Listing). The contractor shall deliver required notification if specified criteria and threshold values are met. The ability of a contractor to monitor labor rates effectively will be included in the contract/task order Quality Assurance Surveillance Plan (QASP).

(a) Fully burdened labor rates per individual (subcontractor included) – If the fully burdened rate () of any individual in any labor category exceeds the threshold amount of \$182.00/hour and the individual's rate was not disclosed in pre-award of the task order, the contractor shall send notice and rationale (CDRL A010) of the individual labor rate to the COR who will then send appropriate notification to the Contracting Officer. If the number of hours anticipated to be billed for an *individual* within one labor category is equal to or less than 200 labor hours for any given period of performance (e.g., base period, option year 1, or option year 2) for this effort, the hours to be billed for the individual are excluded from the CDRL notification.

(b) Negotiated versus actual average labor rates variance – If the actual average labor rate (inclusive of fee) (total actual fully burdened labor costs “divided by” total number of hours performed) compared to the negotiated average labor rate (total negotiated fully burdened labor costs “divided by” total

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number of hours negotiated) is greater than 20 %, the contractor shall send notice and rationale (CDRL A010) of the rate variance to the COR who will then send appropriate notification to the Contracting Officer. The contractor shall annotate the monthly percentage rate variance between the actual average labor rate versus the negotiated average labor rate in the TOSR.

#### 5.3.1.6 ODC Limitation Notification

Contractors shall monitor Other Direct Costs (ODCs) as part of the monthly TOSR (CDRL A001). For this monitoring purpose, ODCs include incidental material, travel, and other non-labor costs (excluding subcontracting and consultant labor cost) required in performance of the service. For any given period of performance, if the cumulative total cost of ODCs exceeds the awarded total cost of ODCs (regardless of any modifications to the awarded amount) by 10%, the contractor shall send notice and rationale (CDRL A010) for exceeding cost to the COR who will then send a memorandum signed by the PM (or equivalent) to the Contracting Officer documenting the reasons justifying the increase of ODC. The ability of a contractor to monitor ODCs will be included in the task order QASP.

#### 5.3.1.7 Limitation of Subcontracting

Limitation of subcontracting is applicable for task orders that have been wholly or partially set aside for small business or 8(a) concerns. For service task orders, the prime contractor shall perform at least 50% of the total contract labor cost and if applicable, on each subsequent task orders. When providing supplies (other than procurement from a non-manufacturer of such supplies), the prime contractor shall perform work for at least 50% of the cost of manufacturing the supplies, not including the cost of material. To ensure compliance with FAR requirements, the contractor shall develop and submit a Limitation of Subcontracting Report (LSR) (CDRL A011) every 3 months. See applicable DD Form 1423 for reporting details and distribution instructions. The labor cost provided should correspond to the cumulative monthly submitted invoices. The Government reserves the right to perform spot checks and/or request copies of any supporting documentation. If the prime contractor's total labor cost is under 50% at the contract and/or the task order level, the contractor shall annotate in the LSR the deficiency and include an explanation addressing why the contractor is non-compliant and if the task order is not complete how the prime contractor intends to rectify the deficiency.

### 5.4 CONTRACTOR PERFORMANCE MANAGEMENT

Contractor performance standards and requirements are outlined in the task order QASP. The ability of a contractor to perform to the outlined standards and requirement will be captured in the Contractor Performance Assessment Reporting System (CPARS). In support of tracking contractor performance, the contractor shall provide the following documents: Cost and Schedule Milestone Plan (CDRL A013) submitted 10 days after task order award and CPARS Draft Approval Document (CDAD) Report (CDRL A013) submitted monthly.

### 5.5 EARNED VALUE MANAGEMENT (EVM)



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In accordance with DoD policy, this task order does not require Earned Value Management (EVM) implementation due to the majority of efforts on this task order is non-scheduled based (i.e., level of effort) and does not lend itself to meaningful EVM information. In lieu of an EVM system, the contractor shall develop and maintain, a Task Order Status Report (CDRL A001) to help track cost expenditures against performance.

## 6.0 DOCUMENTATION AND DELIVERABLES

### 6.1 CONTRACT DATA REQUIREMENTS LIST (CDRLs)

The following listing identifies the data item deliverables required under this task order and the applicable section of the PWS for which they are required. Section J includes the DD Form 1423s that itemize each Contract Data Requirements List (CDRL) required under the basic contract. The contractor shall establish a practical and cost-effective system for developing and tracking the required CDRLs generated under each task. The contractor shall not develop any CDRL classified TOP SECRET with SCI.

#### 6.1.1 Administrative CDRL

The following table lists all required administrative data deliverables, CDRLs, applicable to this task:

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due	Security Classification (up to S/TS or unclassified)
A001	Task Order Status Report (TOSR)	3.1.1, 3.2.1, 3.3.4, 4.5.3, 5.3.1.1, 5.3.1.5, 5.3.1.6, 8.1.2, 8.2.3.1, 10.0	ASREQ	30 DACA and monthly on the 10 <sup>th</sup>	Unclassified

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<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Reference Para</b>	<b>Frequency</b>	<b>Date Due</b>	<b>Security Classification (up to S/TS or unclassified)</b>
A002	Inventory Tracking Report	3.2.1	ASREQ	1) 10 <sup>th</sup> of Each Month	Unclassified
A003	Warranty Tracking and Administration for Serialized Items	3.2.1	ASREQ	At time warrantied item delivered to Government	Unclassified
A004	Failure Status Report	3.2.1	ASREQ	15 days after completion of the FY quarter	Unclassified
A005	Technical/Analysis Report, General	3.3.4	ASREQ	Within 24 hrs from request per PWS	Unclassified
A006	Program Management Report, General	3.2.1	ASREQ	Within 24 hrs from request per PWS	Unclassified
A007	Cybersecurity Workforce (CSWF) Report	4.5.3, 8.1.2	MTHLY	30 days after contract award (DACA) and monthly on the 10 <sup>th</sup>	Unclassified
A008	Task Order Closeout Report	5.3.1.2	1TIME	NLT 15 days before completion date	Unclassified
A009	Invoice Support Documentation	5.3.1.4	ASREQ	Within 24 hrs from request	Unclassified
A010	Limitation Notification & Rationale	5.3.1.5, 5.3.1.6	ASREQ	Within 24 hrs from occurrence	Unclassified
A011	Limitation of Subcontracting Report	5.3.1.7	QRTLY	NLT 105 DACA and every third month on the 10 <sup>th</sup>	Unclassified

CDRL #	Deliverable Title	PWS Reference Para	Frequency	Date Due	Security Classification  (up to S/TS or unclassified)
A012	Cost and Milestones Schedule Plan	5.4	1 TIME	NLT 10 DACA revision NLT 7 days after receipt of Govt review	Unclassified
A013	Contractor CPARS Draft Approval Document (CDAD) Report	5.4	MTHLY	30 DACA and monthly on the 10 <sup>th</sup>	Unclassified
A014	Contract Work Breakdown Structure (CWBS)	5.5.3.1	ONE/R	NLT 60 DATO; revision NLT 7 days after receipt of Govt review	Unclassified
A015	Integrated Program Management Report (IPMR)	5.5.3.2	ASREQ	1) NLT 12 <sup>th</sup> of each Month  2) 1 yr after task order award	Unclassified
A016	Software Documentation/Programmer's Guide	4.3	ONE/R	14 Days before completion of task order; revision NLT 7 days after receipt of gov review	Unclassified
A017	Source Code	4.3	ONE/R	14 Days before completion of task order; revision NLT 7 days after receipt of gov review	Unclassified

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<b>CDRL #</b>	<b>Deliverable Title</b>	<b>PWS Reference Para</b>	<b>Frequency</b>	<b>Date Due</b>	<b>Security Classification  (up to S/TS or unclassified)</b>
A018	Quality Documentation	7.3	ASREQ	Within 24 hrs from request	Unclassified

### 6.3 ELECTRONIC FORMAT

The contractor shall provide deliverables electronically by e-mail; hard copies are only required if requested by the Government. To ensure information compatibility, the contractor shall guarantee all deliverables (i.e., CDRLs), data, correspondence, and etc., are provided in a format approved by the receiving Government representative. The contractor shall provide all data in an editable format compatible with SPAWARSYSCEN Atlantic corporate standard software configuration as specified below. Contractor shall conform to SPAWARSYSCEN Atlantic corporate standards within 30 days of task order award. *The initial or future upgrades costs of the listed computer programs are not chargeable as a direct cost to the Government.*

	<b>Deliverable</b>	<b>Software to be used</b>
a.	Word Processing	Microsoft Word
b.	Technical Publishing	PageMaker/Interleaf/SGML/ MSPublisher
c.	Spreadsheet/Graphics	Microsoft Excel
d.	Presentations	Microsoft PowerPoint
e.	2-D Drawings/ Graphics/Schematics (new data products)	Vector (CGM/SVG)
f.	2-D Drawings/ Graphics/Schematics (existing data products)	Raster (CALs Type I, TIFF/BMP, JPEG, PNG)
g.	Scheduling	Microsoft Project
h.	Computer Aid Design (CAD) Drawings	AutoCAD/Visio
i.	Geographic Information System (GIS)	ArcInfo/ArcView

### 6.4 INFORMATION SYSTEM

#### 6.4.1 Electronic Communication

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The contractor shall have broadband Internet connectivity and an industry standard email system for communication with the Government. The contractor shall be capable of Public Key Infrastructure (PKI) client side authentication to DOD private web servers. Unless otherwise specified, all key personnel on task shall be accessible by e-mail through individual accounts during all hours.

#### 6.4.2 Information Security

Pursuant to DoDM 5200.01, the contractor shall provide adequate security for all unclassified DoD information passing through non-DoD information system including all subcontractor information systems utilized on task. The contractor shall disseminate unclassified DoD information within the scope of assigned duties and with a clear expectation that confidentiality is preserved. Examples of such information include the following: non-public information provided to the contractor, information developed during the course of the task order, and privileged task order information (e.g., program schedules and task order-related tracking).

##### 6.4.2.1 Safeguards

The contractor shall protect Government information and shall provide compliance documentation validating they are meeting this requirement in accordance with DFARS clause 252.204-7012. The contractor and all subcontractors shall abide by the following safeguards:

- (a) Do not process DoD information on public computers (e.g., those available for use by the general public in kiosks or hotel business centers) or computers that do not have access control.
- (b) Protect information by at least one physical or electronic barrier (e.g., locked container or room, login and password) when not under direct individual control.
- (c) Sanitize media (e.g., overwrite) before external release or disposal.
- (d) Encrypt all information that has been identified as controlled unclassified information (CUI) when it is stored on mobile computing devices such as laptops and personal digital assistants, or removable storage media such as portable hard drives and digital optical disks, using DoD Authorized Data-at-Rest encryption technology. NOTE: Thumb drives are not authorized for DoD work, storage, or transfer. Use GSA Awarded DAR solutions (GSA # 10359) complying with ASD-NII/DOD-CIO Memorandum, "Encryption of Sensitive Unclassified Data-at-Rest on Mobile Computing Devices and Removable Storage." The contractor shall ensure all solutions meet FIPS 140-2 compliance requirements.

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- (e) Limit information transfer to subcontractors or teaming partners with a need to know and a commitment to at least the same level of protection.
- (f) Transmit e-mail, text messages, and similar communications using technology and processes that provide the best level of privacy available, given facilities, conditions, and environment. Examples of recommended technologies or processes include closed networks, virtual private networks, public key-enabled encryption, and Transport Layer Security (TLS). Encrypt organizational wireless connections and use encrypted wireless connection where available when traveling. If encrypted wireless is not available, encrypt application files (e.g., spreadsheet and word processing files), using at least application-provided password protection level encryption.
- (g) Transmit voice and fax transmissions only when there is a reasonable assurance that access is limited to authorized recipients.
- (h) Do not post DoD information to Web site pages that are publicly available or have access limited only by domain or Internet protocol restriction. Such information may be posted to Web site pages that control access by user identification or password, user certificates, or other technical means and provide protection via use of TLS or other equivalent technologies. Access control may be provided by the intranet (vice the Web site itself or the application it hosts).
- (i) Provide protection against computer network intrusions and data exfiltration, minimally including the following:
1. Current and regularly updated malware protection services, e.g., anti-virus, anti-spyware.
  2. Monitoring and control of inbound and outbound network traffic as appropriate (e.g., at the external boundary, sub-networks, individual hosts) including blocking unauthorized ingress, egress, and exfiltration through technologies such as firewalls and router policies, intrusion prevention or detection services, and host-based security services.
  3. Prompt application of security-relevant software patches, service packs, and hot fixes.
- (j) As applicable, comply with other current Federal and DoD information protection and reporting requirements for specified categories of information (e.g., medical, critical program information (CPI), personally identifiable information, export controlled).

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(k) Report loss or unauthorized disclosure of information in accordance with contract, task order, or agreement requirements and mechanisms.

#### 6.4.2.2 Compliance

Pursuant to DoDM 5200.01, the contractor shall include in their quality processes procedures that are compliant with information security requirements.

## 7.0 QUALITY

### 7.1 QUALITY SYSTEM

Upon task order award, the prime contractor shall have and maintain a quality system that meets contract and task order requirements and program objectives while ensuring customer satisfaction and defect-free products/process. The contractor shall have an adequately documented quality system which contains processes, procedures, planning, and all other documentation and data necessary to provide an efficient and effective quality system, which includes an internal auditing system. The contractor shall make their quality system available to the Government for review at both a program and worksite services level during predetermined visits. Existing quality documents that meet the requirements of this task order may continue to be used. If any quality documentation is disapproved or requires revisions, the contractor shall correct the problem(s) and submit revised documentation NLT 2 weeks after initial disapproval notification. The contractor shall also require all subcontractors to possess a quality assurance and control program commensurate with the services and supplies to be provided as determined by the prime's internal audit system. The Government reserves the right to disapprove the contractor's and/or subcontractor's quality system or portions thereof when the quality system(s) fails to meet contractual requirements at either the program or worksite services level. The Government reserves the right to participate in the process improvement elements of the contractor's quality assurance plan or quality system, and development of quality related documents. The contractor shall ensure their quality system meets the following key criteria:

- Establish documented, capable, and repeatable processes
- Track issues and associated changes needed
- Monitor and control critical process, product, and service variations
- Establish mechanisms for feedback of field product and service performance
- Implement and effective root-cause analysis and corrective action system
- Establish methods and procedures and create data used for continuous process improvement

### 7.2 MANAGE QUALITY COMPLIANCE

#### 7.2.1 General

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The contractor shall have quality processes or a Quality Management System (QMS) processes in place that coincide with the Government's Manage Quality processes which address Quality Control, Quality Assurance, Software Quality, and/or project Quality System tasks. The contractor shall use best industry practices including, when applicable, ISO/IEC 15288 for System life cycle processes and ISO/IEC 12207 for Software life cycle processes. As applicable, the contractor shall also support and/or participate in Acquisition Milestones, Phases, and Decision Points, which are standard elements of the Defense Acquisition System and support DoDD 5000.01 and DoDI 5000.02. The contractor shall provide technical program and project management support that will mitigate the risks to successful program execution including employment and objective evidence of Lean Six Sigma, Risk Management, and System Engineering methodologies; and System and Software Engineering best practices. As part of a team, the contractor shall support projects at SPAWARSSYSCEN Atlantic that are currently, or in the process of, being assessed under a Capability Maturity Model Integration (CMMI) program. The contractor shall be required to utilize the processes and procedures already established for the project and deliver products that are compliant with the aforementioned processes and procedures that is commensurate with the CMMI level the government project is at or working towards. Contractor is not required to have a formal CMMI appraisal; however, possession is desired.

#### 7.2.2 Navy Shore work

“Within 30 days of award], the Prime contractor shall have in place, an existing Government approved QMS by the NAVSEA Quality Programs and Certification Office (04RP office) for shipboard and submarine work pursuant to NAVSEA Technical Specification 9090-310 and/or applicable NAVSEA Standard Items. The documented QMS will be used to ensure that the end product of and services associated with each task conforms to contract and task order requirements whether produced by the Contractor or provided by approved subcontractors or vendors. The QMS will provide for control over all phases of the various types of tasks, from initial manning and material ordering to completion of final tasking, before offering to the Government for acceptance as specified in this task order PWS. The contractor shall ensure all services are rendered accordingly to the documented QMS, and personnel are directly supervised by individuals qualified in the relevant profession or trade

### 7.3 QUALITY ASSURANCE

The contractor shall perform all quality assurance process audits necessary in the performance of the various tasks as assigned and identified in the contractor's Quality Assurance Plan (QAP) or by the respective WBS, POA&M, or quality system/QMS documentation in support of continuous improvement in accordance with CDRL A018. The contractor shall deliver related QAP and any associated procedural documents upon request. The Government reserves the right to perform any additional audits deemed necessary to assure that the contractor processes, products, and related services, documents, and material meet the prescribed requirements and to reject any or all processes or related products, services, documents, and material in a category when noncompliance is established.



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## 7.4 QUALITY CONTROL

The contractor shall perform all quality control inspections necessary in the performance of the various tasks as assigned and identified in the contractor QAP or by the respective WBS, POA&M, or quality system/QMS documentation. The contractor shall have the following related quality objective evidence available for Government review:

- Detailed incoming receipt inspection records
- First article inspection records
- Certificates of Conformance
- Detailed sampling inspection records based upon MIL-STD-1916 (Verification Level III)
- Quality Measurement and Analysis metrics/data

The Government reserves the right to perform any inspections or pull samples as deemed necessary to assure that the contractor provided services, documents, material, and related evidence meet the prescribed requirements and to reject any or all services, documents, and material in a category when nonconformance is established.

## 8.0 SECURITY

### 8.1 ORGANIZATION

#### 8.1.1 Security Classification

As specified in the DoD Contract Security Classification Specification, DD Form 254, the contractor shall perform classified work under this task order. Prior to commencement of classified work, the contractor shall have a SECRET facility clearance (FCL).

8.1.1.1 U.S. Government security clearance eligibility is required to access and handle classified and certain controlled unclassified information (CUI), attend program meetings, and work within restricted areas unescorted. Access to SCI is limited to U.S. Government Facilities or other U.S. Government sponsored SCI Facilities (SCIFs) authorized on the DD254. The contractor shall not generate any SCI deliverables.

#### 8.1.2 Security Officer

The contractor shall appoint a Facility Security Officer (FSO) to support those contractor personnel requiring clearance and/or access to Government facility/installation and/or access to information technology systems under this task order. The FSO is typically key management personnel who is the

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contractor's main POC for security issues. The FSO shall have a U.S. Government security clearance equal to or higher than the FCL required on this task order. The FSO shall be responsible for tracking the security requirements for all personnel (subcontractors included) utilized on task order.

Responsibilities include tracking all personnel assigned Government badges and entering/maintaining personnel security mandatory training information within the Staffing Plan document, which is an attachment to the task order status report (TOSR) (CDRL A001), and if applicable, updating and tracking data in the CSWF Report (CDRL A007).

## 8.2 PERSONNEL

The contractor shall conform to the security provisions of DoDI 5220.22/DoD 5220.22-M – National Industrial Security Program Operating Manual (NISPOM), SECNAV M-5510.30, DoD 8570.01-M, and the Privacy Act of 1974. Prior to any labor hours being charged on this task order, the contractor shall ensure all personnel (including administrative and subcontractor personnel) have obtained and can maintain favorable background investigations at the appropriate level(s) for access required for the task order, and if applicable, are certified/credentialed for the CSWF. A favorable background determination is determined by either a Tier 1 (T1) investigation, Tier 3 (T3) investigation, or Tier 5 (T5) investigation and favorable Federal Bureau of Investigation (FBI) fingerprint checks. Investigations are not necessarily required for personnel performing unclassified work who do not require access to Government installations/facilities, Government IT systems and IT resources, or SPAWARSYSCEN Atlantic information. *Cost to meet these security requirements is not directly chargeable to task order.*

NOTE: If a final determination is made that an individual does not meet or cannot maintain the minimum security fitness requirements, the contractor shall permanently remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs. If an individual who has been submitted for a fitness determination or security clearance is "denied," receives an "Interim Declination," or unfavorable fingerprint, the contractor shall remove the individual from SPAWARSYSCEN Atlantic facilities, projects, and/or programs until such time as the investigation is fully adjudicated or the individual is resubmitted and is approved. All contractor and subcontractor personnel removed from facilities, projects, and/or programs shall cease charging labor hours directly or indirectly on task orders.

### 8.2.1 Personnel Clearance

All personnel associated with this task order shall possess a SECRET personnel security clearance (PCL). These programs/tasks include contractor personnel having the appropriate clearances required for access to classified data as applicable. Prior to starting work on the task, contractor personnel shall have the required clearance granted by the DoD CAF and shall comply with IT access authorization requirements. In addition, contractor personnel shall possess the appropriate IT level of access for the respective task and position assignment as applicable per DoDI 8500.01, DoD Instruction for Cybersecurity. Any future revision to the respective directive and instruction will be applied as a task order modification. Contractor personnel shall handle and safeguard any Controlled Unclassified Information (CUI) and/or classified information in accordance with appropriate Department of Defense,

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Navy, and SPAWARSYSCEN Atlantic security regulations. The contractor shall immediately report any security violation to the SPAWARSYSCEN Atlantic Security Management Office, the COR, and Government Project Manager.

## 8.2.2 Access Control of Contractor Personnel

### 8.2.2.1 Physical Access to Government Facilities and Installations

Contractor personnel shall physically access Government facilities and installations for purposes of site visitation, supervisory and quality evaluation, work performed within Government spaces (either temporary or permanent), or meeting attendance. Individuals supporting these efforts shall comply with the latest security regulations applicable to the Government facility/installation.

(a) The majority of Government facilities require contractor personnel to have an approved visit request on file at the facility/installation security office prior to access. For admission to SPAWARSYSCEN Atlantic facilities/installations, the contractor shall forward a visit request to Joint Personnel Adjudication System (JPAS) /SMO 652366, or submit request on company or agency letterhead by fax to (843)218-4045 or mail to Space and Naval Warfare Systems Center Atlantic, P.O. Box 190022, North Charleston, SC 29419-9022, Attn: Security Office. For visitation to all other Government locations, the contractor shall forward visit request documentation directly to the on-site facility/installation security office.

(b) Depending on the facility/installation regulations, contractor personnel shall present a proper form of identification(s) and vehicle proof of insurance or vehicle rental agreement. NOTE: SPAWARSYSCEN Atlantic facilities located on Joint Base Charleston require a Common Access Card (CAC) each time physical installation access is required. Contractor shall contact SPAWARSYSCEN Atlantic Security Office directly for latest policy.

(c) All contractor persons engaged in work while on Government property shall be subject to inspection of their vehicles at any time by the Government, and shall report any known or suspected security violations to the Security Department at that location.

### 8.2.2.2 Identification and Disclosure Requirements

Contractor and subcontractor employees shall take all means necessary to not represent themselves as Government employees. All contractor personnel shall follow the identification and Government facility disclosure requirement as specified in contract clause H-TXT-25 CONTRACTOR IDENTIFICATION (FEB 2018).

### 8.2.2.3 Government Badge Requirements

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Some contract personnel shall require a Government issued picture badge in accordance with contract clause H-TXT-01 CONTRACTOR PICTURE BADGE (FEB 2018). While on Government installations/facilities, contractors shall abide by each site's security badge requirements. Various Government installations are continually updating their security requirements to meet Homeland Security Presidential Directive (HSPD-12) identification standards. Contractors are responsible for obtaining and complying with the latest security identification requirements for their personnel. Contractors shall submit valid paper work (e.g., site visit request, request for picture badge, and/or SF-86 for CAC) to the applicable Government security office via the COR. The contractor FSO shall track all personnel holding local Government badges at the task order level.

#### 8.2.2.4 Common Access Card (CAC) Requirements

Some Government facilities/installations (e.g., Joint Base Charleston) require contractor personnel to have a CAC for physical access to the facilities or installations. Contractors supporting work that requires access to any DoD IT/network also requires a CAC. Granting of logical and physical access privileges remains a local policy and business operation function of the local facility. The contractor is responsible for obtaining the latest facility/installation and IT CAC requirements from the applicable local Security Office. When a CAC is required to perform work, contractor personnel shall be able to meet all of the following security requirements prior to work being performed:

(a) Pursuant to DoDM 1000.13-V1, issuance of a CAC is based on the following four criteria:

1. Eligibility for a CAC – to be eligible for a CAC, Contractor personnel's access requirement shall meet one of the following three criteria: (a) individual requires access to multiple DoD facilities or access to multiple non-DoD federally controlled facilities on behalf of the SPAWARSYSCEN Atlantic on a recurring bases for a period of 6 months or more, (b) individual requires both access to a DoD facility and access to DoD network on site or remotely, or (c) individual requires remote access to DoD networks that use only the CAC logon for user identification.
2. Verification of DoD affiliation from an authoritative data source – CAC eligible personnel must be registered in the Defense Enrollment Eligibility Reporting Systems (DEERS) through either an authoritative personnel data feed from the appropriate Service or Agency or Trusted Associated Sponsorship System (TASS).
3. Completion of background vetting requirements according to FIPS PUB 201-2 and DoD 5200.2-R – at a minimum, the completion of FBI fingerprint checks with favorable results and submission of a T1 investigation to the Office of Personnel Management (OPM), or a DoD-determined equivalent investigation. NOTE: Contractor personnel requiring logical access shall obtain and maintain a favorable T3 investigation. Contractor personnel shall contact the SPAWARSYSCEN Atlantic Security Office to obtain the latest CAC requirements and procedures.
4. Verification of a claimed identity – all contractor personnel shall present two forms of identification in its original form to verify a claimed identity. The identity source documents must come from the list of acceptable documents included in Form I-9, OMB No. 115-0136, Employment Eligibility Verification. Consistent with applicable law, at least one document from the Form I-9 list must be a valid (unexpired) State or Federal Government-issued picture identification (ID). The identity documents will be inspected for authenticity, scanned, and stored in the DEERS.

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(b) When a contractor requires logical access to a Government IT system or resource (directly or indirectly), the required CAC will have a PKI. A hardware solution and software (e.g., ActiveGold) is required to securely read the card via a personal computer. Pursuant to DoDM 1000.13-V1, CAC PKI certificates will be associated with an official Government issued e-mail address (e.g. .mil, .gov, .edu). Prior to receipt of a CAC with PKI, contractor personnel shall complete the mandatory Cybersecurity Awareness training and submit a signed System Authorization Access Request Navy (SAAR-N) form to the contract/task order specified COR. Note: In order for personnel to maintain a CAC with PKI, each contractor employee shall complete annual cybersecurity training. The following guidance for training and form submittal is provided; however, contractors shall seek latest guidance from their appointed company Security Officer and the SPAWARSYSCEN Atlantic Information Systems Security Management (ISSM) office:

1. For annual DoD Cybersecurity/IA Awareness training, contractors shall use this site: <https://twms.nmci.navy.mil/>. For those contractors requiring initial training and do not have a CAC, contact the SPAWARSYSCEN Atlantic ISSM office at phone number (843)218-6152 or e-mail questions to [ssc\\_lant\\_iam\\_office.fcm@navy.mil](mailto:ssc_lant_iam_office.fcm@navy.mil) for additional instructions. Training can be taken at the IAM office or online at <https://iase.disa.mil/Pages/index.aspx>.
2. For SAAR-N form, the contractor shall use OPNAV 5239/14 (Rev 9/2011 or latest revision). Contractors can obtain a form from the SPAWARSYSCEN Atlantic ISSM office at or from the website: <https://navalforms.documentservices.dla.mil/>. Digitally signed forms will be routed to the ISSM office via encrypted e-mail to [ssclant\\_it\\_secmtg@navy.mil](mailto:ssclant_it_secmtg@navy.mil).

#### 8.2.2.5 Contractor Check-in and Check-out Procedures

All SPAWARSYSCEN Atlantic contractor personnel requiring or possessing a Government badge and/or CAC for facility and/or IT access shall have a SPAWARSYSCEN Atlantic Government sponsor and be in compliance with the most current version of Contractor Check-in and Check-out Instruction and Forms as posted on the Command Operating Guide (COG) website. Throughout task order performance, the contractor shall provide necessary employee information and documentation for employees hired, transferred, and/or terminated in support of this task order within the required timeframe as cited in the Check-in and Check-out instructions. The contractor (FSO, if applicable) shall ensure all contractor employees whose services are no longer required on this contract return all applicable Government documents/badges to the appropriate Government representative. NOTE: If the contractor does not have access to the SPAWARSYSCEN Atlantic COG website, the contractor shall get all necessary instruction and forms from the COR.

#### 8.2.2.6 Accessing Navy Enterprise Resources Planning (ERP) System

Contractor personnel shall not access the Navy Enterprise Resource Planning (Navy ERP) system

#### 8.2.3 Security Training

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Applicable for unclassified and classified contracts, contractor personnel (including subcontractors) shall complete all required mandatory Government training in accordance with COMSPAWARSYSCOM Code 80330 mandatory training webpage: <https://wiki.spawar.navy.mil/confluence/display/HQ/Employee+Mandatory+Training>. Contractors without access to the SPAWAR webpage shall coordinate with the COR concerning mandatory training as listed on the training webpage.

8.2.3.1 The contractor shall be responsible for verifying applicable personnel receive all required training. At a minimum, the contractor (FSO, if applicable) shall track the following information: security clearance information; dates possessing CACs; issuance and expiration dates for SPAWARSYSCEN Atlantic badge; Cybersecurity training; Privacy Act training; Personally Identifiable Information (PII) training; CSWF certifications; etc. The contractor shall report individual contractor personnel training status by completing and updating the monthly task order status report (TOSR) Staffing Plan (CDRL A001 Attachment 1 of Exhibit A), Training tab. For Cybersecurity Workforce (CSWF) contractor personnel, all mandatory cybersecurity training and certifications shall be reported in the CSWF Report (CDRL A007).

8.2.3.2 The contractor shall educate employees on the procedures for the handling and production of classified material and documents, and other security measures as described in the PWS in accordance with DoD 5220.22-M.

### 8.3 OPERATIONS SECURITY (OPSEC) REQUIREMENTS

Security programs are oriented towards protection of classified information and material. Operations Security (OPSEC) is an operations function which involves the protection of any critical information – focusing on unclassified information that may be susceptible to adversary exploitation. Pursuant to DoDD 5205.02E and SPAWARINST 3432.1, SPAWARSYSCEN Atlantic’s OPSEC program implements requirements in DoD 5205.02-M – OPSEC Program Manual and SPAWARSYSCENLANTINST 3070.1B. Note: OPSEC requirements are applicable when contract personnel have access to either classified information or unclassified Critical Program Information (CPI)/sensitive information.

#### 8.3.1 Local and Internal OPSEC Requirement

Contractor personnel, including subcontractors if applicable, shall adhere to the OPSEC program policies and practices as cited in the SPAWARINST 3432.1 and existing local site OPSEC procedures. The contractor shall develop their own internal OPSEC program specific to the contract and based on SPAWARSYSCEN Atlantic OPSEC requirements. At a minimum, the contractor’s program shall identify the current SPAWARSYSCEN Atlantic site OPSEC Officer/Coordinator.

#### 8.3.2 OPSEC Training

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Contractor shall track and ensure applicable personnel receive initial and annual OPSEC awareness training in accordance with requirements outline in the Security Training, Para 8.2.3. OPSEC training requirements are applicable for personnel during their entire term supporting this SPAWARSYSCEN Atlantic task order.

#### 8.3.3 SPAWARSYSCEN Atlantic OPSEC Program

Contractor shall participate in SPAWARSYSCEN Atlantic OPSEC program briefings and working meetings, and the contractor shall complete any required OPSEC survey or data call within the timeframe specified.

#### 8.3.4 Classified Contracts

OPSEC requirements identified under a classified contract shall have specific OPSEC requirements listed on the DD Form 254.

### 8.4 EFFECTIVE USE OF CONTROLS

The contractor shall screen all electronic deliverables or electronically provided information for malicious code using DoD approved anti-virus software prior to delivery to the Government. The contractor shall utilize appropriate controls (firewalls, password protection, encryption, digital certificates, etc.) at all times to protect task order related information processed, stored or transmitted on the contractor's and Government's computers/servers to ensure confidentiality, integrity, availability, authentication and non-repudiation. The contractor shall ensure provisions are in place that will safeguard all aspects of information operations pertaining to this contract in compliance with all applicable PWS references. In compliance with Para 6.4.2.1, the contractor shall ensure Data-at-Rest is required on all portable electronic devices including storage of all types. Encryption/digital signing of communications is required for authentication and non-repudiation. The contractor shall follow minimum standard in SECNAV M-5510.36 for classifying, safeguarding, transmitting, and destroying classified information.

## 9.0 GOVERNMENT FURNISHED INFORMATION (GFI)

Government Furnished Information (GFI) is Government owned intellectual property provided to contractors for performance on a task order. For the purposes of this task order, GFI includes manuals, technical specifications, maps, building designs, schedules, drawings, test data, etc. Depending on information contained in a document, the contractor shall comply with additional controls (e.g., completion of a Non-Disclosure Agreements, etc.) for access and distribution.

GFI is not anticipated on this task order.

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## 10.0 GOVERNMENT PROPERTY

As defined in FAR Part 45, Government property is property owned or leased by the Government which includes Government-furnished property (GFP) and Contractor-acquired property (CAP). Government property is material, equipment, special tooling, special test equipment, and real property.

No Government property (GFP or CAP) will be provided to or acquired by the contractor.

NOTE: NMCI computers will be assigned to a contractor. Prior to a NMCI computer being removed from a Government facility, the contractor employee shall possess at all times a Property Pass (OF-7) with each NMCI asset that will be authorized and signed by the COR or other authorized Government personnel. Although NMCI assets are not tracked as GFP, the contractor shall separately track and report all NMCI assets assigned to all contractor employees for use on this task order. For reporting purposes, the contractor shall include a list of NMCI assets assigned to this task order (separate from the GFP inventory list) in the TOSR (CDRL A001).

## 11.0 TRAVEL

### 11.1 LOCATIONS

The contractor shall be prepared to travel to the following locations. Prior to any travel taken in support of this task order, the contractor shall obtain COR concurrence. Travel estimates are in accordance with the latest Joint Travel Regulations (JTR) for DoD Civilian Personnel. The following travel will be the same for the base and each of the two (2) one-year option periods.

#Trips	# People	#Days/Nights	From (Location)	To (Location)
4	5	5/4	New Orleans, LA	Charleston, SC
3	5	5/4	New Orleans, LA	Kansas City, MO
3	5	5/4	New Orleans, LA	San Diego, CA
2	4	5/4	New Orleans, LA	Washington DC
3	5	5/4	New Orleans, LA	Millington, TN



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## **12.0 SAFETY ISSUES**

### **12.1 Occupational Safety and Health Requirements**

The contractor shall be responsible for ensuring the safety of all company employees, other working personnel, and Government property. The contractor is solely responsible for compliance with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting applicable standards, OSHA Standard 29 CFR 1910 (general), 1915 (shipboard/submarine) and 1926 (shore), and for the protection, safety and health of their employees and any subcontractors assigned to the task orders. Without Government assistance, the contractor shall make certain that all safety requirements are met, safety equipment is provided, and safety procedures are documented as part of their quality management system. If performing within Government facilities, contractor shall immediately report any accidents involving Government or contractor personnel injuries or property/equipment damage to the Contracting Officer and COR. Additionally, the contractor is responsible for securing the scene and impounding evidence/wreckage until released by the COR or on-site Government representative.

### **12.2 SAFETY EQUIPMENT**

The contractor shall provide their personnel with any safety equipment required to perform work under this task order and the equipment must be in satisfactory working order. Personal safety equipment includes items such as hard-hats, safety shoes, safety gloves, goggles, hearing protection, non-flammable clothing for hot work personnel, gas/oxygen detectors for confined spaces, face shields, and other types of safety equipment required to assure a safe work environment and compliance with applicable federal, state and local safety regulations

### **12.3 SAFETY TRAINING**

The contractor shall be responsible to train all personnel that require safety training. Specifically, where contractors are performing work at Navy shore installations, that requires entering manholes or underground services utility the contractor shall provide a qualified person as applicable in 29 CFR 1910 or 29 CFR 1926 or as recommended by the National Institute for Occupational Safety and Health (NIOSH) Criteria Document for Confined Spaces. Also, when contractors are required to scale a tower, all applicable personnel shall have Secondary Fall Protection and Prevention training.

## **13.0 SUBCONTRACTING REQUIREMENTS**

### **13.1 APPROVED SUBCONTRACTORS**

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In accordance with FAR clause 52.244-2, prior to a prime contractor utilizing a subcontractor, the subcontractor is required to be approved by the Contracting Officer. After task order award, the prime contractor shall submit a written request to the Task Order Contracting Officer requesting approval to add any new subcontractors.

## **14.0 ACCEPTANCE PLAN**

Inspection and acceptance is performed by the COR on all services, data, and non-data deliverables in accordance with the **QASP, Attachment 3**.

## **15.0 OTHER CONDITIONS/REQUIREMENTS**

### **15.1 EXTENDED WORK WEEK**

Due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, extended work week (EWW) may be required for professional (i.e., salaried) employees. EWW is allowable in accordance with the identified labor categories and estimated labor hours specified in the Government pricing model. Prior to EWW being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates.

### **15.2 OVERTIME HOURS**

Work under this order will be performed during normal working hours when practical. However, due to operational requirements, schedules, and the availability of required resources and/or downtime of those resources, overtime (OT) may be required for Service Contract Labor Standards (SCLS) (previously known as Service Contract Act (SCA)) labor categories. OT allowances are in accordance with the identified labor categories and estimated labor hours specified in the Government pricing model. Prior to OT hours being worked, the contractor shall obtain COR concurrence for the specific hours per labor category and applicable dates. Specifically, the contractor shall not exceed the estimated OT allowable hours as identified at time of task order award.

### **15.3 PROJECT TRANSITION**

In the event that this requirement is awarded to another firm when this task order contract expires, the incumbent contractor shall engage in transition activities during the 30 days prior to the expiration of the task order. Transition activities include overlapping with the incoming contractor to collaborate across labor categories (i.e., analyst to analyst, engineer to engineer) for transfer of essential knowledge and to continue execution of contracted activities seamlessly to ensure on-going program continuity. The contractor shall participate in the meetings required to fully transition all materials developed and processes executed to the incoming contractor. The contractor shall develop and deliver a Phase-In/Phase-Out Transition Plan in accordance with (CDRL T001) in the event that the tasks outlined in this PWS are required at the end of the period of performance to allow transition. All transition actions and Close-Out Artifacts shall be completed prior to the PWS expiration date. The incumbent contractor shall address the following areas in their transition plan:

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1. Willingness to coordinate with government and onboarding representatives for each task area
2. Inventory, review, evaluation, and transition of current GFP and other items such as hardware/software and laptops/PCs
3. Data/databases
4. Inventory and transition of historical data (e.g., memos, letters, correspondence, regulations, reports, documents, transition agreement documents, software licensing, hardware maintenance agreement, memorandums of agreement/understanding, and inter-service agreements)
5. Procedural manuals/guidelines related to the development environments
6. Windows, UNIX and LINUX server configuration guides as well as network, compute, and storage configuration guides
7. Scheduling process
8. Any templates used in day-to-day operations
9. An orientation phase to introduce the incoming contractor personnel to Government tools, methodologies and business processes
10. Process for transfer of existing on-hand inventory
11. Transition checklist
12. Signed turnover agreements

## **16.0 APPLICABLE DOCUMENTS (AND DEFINITIONS)**

The contractor shall ensure all work accomplished utilizes the latest, relevant industry practices and standards when applicable unless otherwise indicated by text. In accordance with Defense Acquisition Policy, maximum utilization of non-Government standards will be made wherever practical.

### **16.1 REQUIRED DOCUMENTS**

The contractor shall utilize the following mandatory documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the contractor shall meet requirements for any referenced document including subsequent updates applicable at time the task order request for proposal is posted.

	<b>Document Number</b>	<b>Title</b>
a.	DoD 5200.2-R	DoD Regulation – Personnel Security Program dtd Jan 87 (and subsequent revisions)
b.	DoDM 5200.01	DoD Manual – Information Security Program Manual dtd 24 Feb 12

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	<b>Document Number</b>	<b>Title</b>
c.	DoDD 5205.02E	DoD Directive – Operations Security (OPSEC) Program dtd 20 Jun 12
d.	DoD 5205.02-M	DoD Manual – Operations Security (OPSEC) Program Manual dtd 3 Nov 08
e.	DoD 5220.22-M	DoD Manual – National Industrial Security Program Operating Manual (NISPO) dtd 28 Feb 06
f.	DoDI 5220.22	DoD Instruction – National Industrial Security Program (NISP) dtd 18 Mar 11
g.	DoDD 8140.01	DoD Directive – Cyberspace Workforce Management dtd 11 Aug 15
h.	DoDI 8500.01	DoD Instruction – Cybersecurity dtd 14 Mar 14
i.	DoDI 8510.01	DoD Instruction – Risk Management Framework (RMF) for DoD Information Technology (IT) dtd 12 Mar 14
j.	DoD 8570.01-M	DoD Manual – Information Assurance Workforce Improvement Program dtd 19 Dec 05 with Change 3 dtd 24 Jan 12 and Change 4 dtd 10 Nov 15 (and subsequent revisions)
k.	SECNAV M-5239.2	Secretary of the Navy Manual – DON Information Assurance Workforce Management Manual dtd May 2009 (and subsequent revisions)
l.	SECNAV M-5510.30	Secretary of the Navy Manual – DoN Personnel Security Program dtd Jun 2006
m.	SECNAVINST 5239.3B	Secretary of the Navy Instruction – DoN Information Assurance Policy dtd 17 Jun 09
n.	SECNAVINST 5239.20A	Secretary of the Navy Instruction – DON Cyberspace IT and Cybersecurity dtd 10 Feb 16
o.	SECNAVINST 5510.30	Secretary of the Navy Instruction – DoN Regulation – Personnel Security Program dtd 6 Oct 06
p.	SPAWARINST 3432.1	Space and Naval Warfare Instruction – Operations Security (OPSEC) Policy dtd 2 Feb 05
q.	SPAWARINST 5721.1B	Space and Naval Warfare Instruction – Section 508 Implementation Policy dtd 17 Nov 09
r.	SPAWARSYSCENLANTINST 3070.1B	Space and Naval Warfare Systems Center Atlantic Instruction – Operations Security Policy dtd 20 Jan 17
s.	Navy Telecommunications Directive (NTD 10-11)	System Authorization Access Request (SAAR) - Navy
t.	Privacy Act of 1974	United States federal law, Pub.L. 93–579, 88 Stat. 1896, dtd December 31, 1974, 5 U.S.C. § 552a

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The contractor shall utilize the following guidance documents in support of this task order. The documents referenced in this section list the minimum version dates; however, the document's effective date of issue is the task order's request for proposal issue date.

	Document Number	Title
a.	MIL-STD-881C	Work Breakdown Structure for Defense Materiel Items
b.	MIL-STD-1916	DoD Test Method Standard – DoD Preferred Methods for Acceptance Of Product
c.	DoDM 1000.13-V1	DoD Manual – DoD Identification Cards: ID card Life-Cycle, Volume 1, dtd 23 Jan 14
d.	DoDD 5000.01	DoD Directive – The Defense Acquisition System
e.	DoDI 5000.02	DoD Instruction – Operation of the Defense Acquisition System
f.	ISO 9001 (ANSI/ASQ Q9001)	International Organization for Standardization (American National Standard Institute/American Society for Quality) – Quality Management Systems, Requirements
g.	ISO/IEC 12207	International Organization for Standardization/ International Electrotechnical Commission: Systems and Software Engineering – Software Life Cycle Processes
h.	EIA-748C	Electronic Industries Alliance Standard – Earned Value Management (EVM) Systems, March 2013
i.	HSPD-12	Homeland Security Presidential Directive – Policy for a Common Identification Standard for Federal Employees and Contractors dtd 27 Aug 04
j.	FIPS PUB 201-2	Federal Information Processing Standards Publication 201-2 – Personal Identity Verification (PIV) of Federal Employees and Contractors, August 2013
k.	Form I-9, OMB No. 115-0136	US Department of Justice, Immigration and Naturalization Services, Form I-9, OMB No. 115-0136 – Employment Eligibility Verification
l.	N/A	NAVSEA Standard Items (NSI) – <a href="http://www.navsea.navy.mil/">http://www.navsea.navy.mil/</a>
m.	N/A	SPAWARSYSCEN Atlantic Contractor Check-in portal – <a href="https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin">https://wiki.spawar.navy.mil/confluence/display/SSCACOG/Contractor+Checkin</a>
n.	N/A	COMSPAWARSYSCOM Code 80330 mandatory training webpage – <a href="https://wiki.spawar.navy.mil/confluence/display">https://wiki.spawar.navy.mil/confluence/display</a>

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	Document Number	Title
		<a href="#">/HQ/Employee+Mandatory+Training</a>
o.	N/A	DoD Foreign Clearance Guide – <a href="https://www.fcg.pentagon.mil/fcg.cfm">https://www.fcg.pentagon.mil/fcg.cfm</a>

### 16.3 SOURCE OF DOCUMENTS

The contractor shall obtain all applicable documents necessary for performance on this task order. Many documents are available from online sources. Specifications and commercial/industrial documents may be obtained from the following sources:

Copies of Federal Specifications may be obtained from General Services Administration Offices in Washington, DC, Seattle, San Francisco, Denver, Kansas City, MO., Chicago, Atlanta, New York, Boston, Dallas and Los Angeles.

Copies of military specifications may be obtained from the Commanding Officer, Naval Supply Depot, 3801 Tabor Avenue, Philadelphia, PA 19120-5099. Application for copies of other Military Documents should be addressed to Commanding Officer, Naval Publications and Forms Center, 5801 Tabor Ave., Philadelphia, PA 19120-5099.

All other commercial and industrial documents can be obtained through the respective organization's website.

### **C-TXT-11 PERSONNEL QUALIFICATIONS (MINIMUM) (FEB 2018)**

(a) Personnel assigned to or utilized by the Contractor in the performance of this contract shall, as a minimum, meet the experience, educational, or other background requirements set forth below and shall be fully capable of performing in an efficient, reliable, and professional manner.

(b) The Government will review resumes of contractor personnel when applicable at the task order level.

(c) If the Contracting Officer questions the qualifications or competence of any persons performing under the task order, the burden of proof to sustain that the persons is qualified as prescribed herein shall be upon the contractor.

(d) The Contractor must have personnel, organization, and administrative control necessary to ensure that the services performed meet all requirements specified in this task order. The work history of each Contractor employee shall contain experience directly related to the tasks and functions to be assigned. The Contracting Officer reserves the right to determine if a given work history contains necessary and sufficiently detailed, related experience to reasonably ensure the ability for effective and efficient performance.

(e) For educational and experience requirements, the following criteria are applicable:

1. To ensure that postsecondary education possessed by individuals meets an acceptable level of

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quality, educational degrees shall come from accredited institutions or programs. See [www.ed.gov](http://www.ed.gov) for more accreditation information. At a minimum, to receive credit for a Master and Doctorate, all degrees shall be earned from an institution that has been regionally accredited by one of the six associations: MSA, NASC, NCA, NEASC, SACS, and WASC.

2. Bachelors of Science (BS) or Associate's (AS) degrees in Applied Science, Computing, Engineering, and Technology shall be from an Accreditation Board for Engineering and Technology (ABET) accredited program (see [www.abet.org](http://www.abet.org)).

3. Technology degrees do not qualify as Engineering or Physical Science Degrees.

4. Engineering Positions require Engineering degrees or written (vs. grandfathered) State PE License.

5. SCA titles and reference numbers are in accordance with Contract Act Directory of Occupations (Fifth Edition), published in [www.dol.gov](http://www.dol.gov).

6. Applicable for Logistics Labor Categories only: DAWIA Certification for Contractors – Contractor personnel that do not have government DAWIA certification courses may demonstrate an equivalency in terms of academic degrees, courses completed, and experience as that of their counterparts in the DAWIA workforce. Equivalency for the following classes must be provided as follows: Level 1 - (1) Fundamentals of Systems Acquisition Management, (2) Acquisition Logistics Fundamentals, (3) Systems Sustainment Management; Level 2 – (1) Level 1 classes, (2) Intermediate Systems Acquisition, (3) Intermediate Acquisition Logistics, (4) Performance Based Logistics; Level 3 – (1) Level 1 and 2 Classes, (2) Executive Life Cycle Logistics Management, (3) Reliability and Maintainability. Additional explanation of courses or requirements can be found at the Defense Acquisition University web site (<http://www.dau.mil/>).

7. Applicable for IA/IW Labor Categories: Contractor personnel supporting IA functions shall be certified prior to being engaged in IA related work and be in full compliance with DoD 8570.1-M and DoDD 8570.1 This includes personnel being certified/accredited at the appropriate levels of IAT I-III and IAM I-III as appropriate. This will be verified by the contracting officer who will ensure that contractor personnel are entered in to the Defense Eligibility Enrollment System (DEERS) or other appropriate database. Contractor personnel not certified within 6 months of assignment of IA duties or who fail to maintain their certified status will not be permitted to carry out the responsibilities of the position, and shall be replaced with a contractor who does meet the minimum certification requirements as mandated above.

The following lists the applicable contract labor categories with their corresponding minimum personnel qualifications – specific educational or experience requirements shall be noted at task order level:

## **1. Program Manager**

**Education:** Bachelor's degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Fifteen (15) years of technical experience in support of Data Center Operations or similar, to include: Equipment Support, System Support, and Programmatic Support. Eight (8) years of Program Management experience, to include: Technology Assessments, Systems Design, Systems Analysis,

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Programmatic Support, Acquisition Planning, and Budget Planning. Five (5) years as manager of a DoD Data Center. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

## 2. Project Manager

**Education:** BS degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Ten (10) years of direct work experience with C4ISR operations. Eight (8) years of direct work experience, to include: Design, Development, Production, Installation, and Test & Evaluation of IT systems and operations. Four (4) years as manager of IT systems and operations. to include: Supervising Project Personnel, Scheduling Work, Writing Proposals and Preparing Bids, and Equipment and Material Logistics Control. Note: Experience may be concurrent. Knowledge of Federal Acquisition Regulation (FAR) and DoD procurement policies and procedures.

## 3. Engineer/Scientist 2

**Education:** BS degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

**Experience:** Three (3) years of experience in IT systems and operations, to include: Systems/Equipment Support, and Test and Evaluation support of C4ISR requirements. One (1) year of technical experience in support of IT systems and operations". Note: Experience may be concurrent.

## 4. Engineer/Scientist 3

**Education:** BS degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle



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Certified Professional (OCP), other).

**Experience:** Six (6) years of experience in IT systems and operations, to include: Systems Analysis, Systems Architecture, Systems/Equipment Support, Test and Evaluation, and Logistics support of C4ISR requirements. Three (3) years of technical experience in support of IT systems and operations . Note: Experience may be concurrent.

#### **5. Engineer/Scientist 4**

**Education:** BS degree in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

Software Engineer only: Working towards the following certifications within one and a half year after assuming duties: Certified Software Development Professional (CSDP) (Previously known as Certified Software Engineering Professional (CSEP)), or with COR approval complete a vendor/platform specific certification (e.g., Microsoft Certified Solutions Developer (MCSD), Microsoft Certified Applications Developer (MCAD), Microsoft Certified Database Administrator (MCDBA), Sun Certified Professional (SCP), Red Hat Certification Program (RHCP), CISCO Certified Network Professional (CCNP), Oracle Certified Professional (OCP), other).

**Experience:** Ten (10) years of experience in IT systems and operations, to include: Technology Analysis and Assessment, Design Definition, Development of Systems Specification, Systems Analysis, Systems Architecture, Systems/Equipment Integration, Test & Evaluation Criteria, and Logistics support of C4ISR requirements. Five (5) years of technical experience in support of IT systems and operations. Note: Experience may be concurrent.

#### **6. Subject Matter Expert (SME) 1**

**Education:** Technical Training in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Eight (8) years of hands-on experience with IT systems and operations, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in IT systems and operations.

#### **7. Subject Matter Expert (SME) 2**

**Education:** Technical Training in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

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**Experience:** Ten (10) years of hands-on experience with IT systems and operations, to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in IT systems and operations.

#### **8. Subject Matter Expert (SME) 3**

**Education:** Technical Training in Engineering, Physical Sciences, Mathematics, Management Information Systems, or Business.

**Experience:** Twelve (12) years of hands-on experience with IT systems and operations to include three (3) of the following four (4) areas: Systems Requirements, Operational Requirements, Test & Evaluation, and Training. Recognized expert who has demonstrated industry and public service leadership in IT systems and operations.

#### **9. Technical Writer/Editor 2**

**Education:** BA degree in English, Journalism, or Technical Writing.

**Experience:** Five (5) years of experience in the IT systems and operations, to include: writing technical documentation, procedures and guidelines for C4ISR systems or equipment.

#### **10. Security Specialist 2**

**Education:** Associate's Degree. Completed applicable discipline Certification (e.g. DISCO certification for Infosec Security Specialist) within one (1) year of assuming duties.

**Experience:** Three (3) years of experience, to include: applicable security discipline principles, practices, and procedures.

#### **11. Computer Operator III (SCA 14043)**

**Education:** High School diploma or GED.

**Experience:** Four (4) years of progressive experience in computer systems operations.

Three (3) years of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

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## **12. Computer Systems Analyst II (SCA 14102)**

**Education:** High School diploma or GED.

**Experience:** Two (2) years of progressive experience in computer systems operations.

One (1) year of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

## **13. Computer Systems Analyst III (SCA 14103)**

**Education:** High School diploma or GED.

**Experience:** Four (4) years of progressive experience in computer systems operations.

Three (3) years of practical experience in data entry and formatting via common productivity tools such as the Microsoft Office Suite. Note: Experience may be concurrent. Capable of typing at a rate of 40 words per minute.

## **C-TXT-12 KEY PERSONNEL (FEB 2018)**

(a) The offeror agrees to assign to this task order key personnel for labor categories listed in paragraph (d) below. Within 90 days after task order award, the contractor shall submit resumes for all key labor categories. After approval, the individuals shall be added to a key personnel list, paragraph (d), which shall be maintained by the contractor and supplied in the monthly Task Order Status report. No substitutions shall be made except in accordance with this clause.

(b) The offeror agrees that during the first 90 days of the task order performance period no personnel substitutions will be permitted unless such substitutions are necessitated by an individual's sudden illness, death or termination of employment. In any of these events, the contractor shall promptly notify the Contracting Officer and provide the information required by paragraph (c) below. After the initial 90 day period, all proposed substitutions must be submitted in writing, at least fifteen (15) days (thirty (30) days if a security clearance is to be obtained) in advance of the proposed substitutions to the Contracting Officer. These substitution requests shall provide the information required by paragraph (c) below.

(c) All requests for approval of substitutions under this task order must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute or addition, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitutions. All substitutions proposed during the duration of this task order must have qualifications of the person being replaced. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(d) List of Key Personnel Labor Categories

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#	NAME	Labor Category	Effective Date
1	Name_1	Program Manager	TBD
2	Name_2	Computer System Analyst III	TBD
3	Name_3	Engineer/Scientist 4	TBD
4	Name_4	Subject Matter Expert (SME) 3	TBD

(e) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the task order is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair successful performance of the task order, the task order may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate. In addition, if the Contractor is found at fault for the condition, the Contracting Officer may elect to equitably decrease the contract price or fixed fee to compensate the Government for any resultant delay, loss or damage.

(f) If the offeror wishes to add personnel to be used in a labor category he shall employ the procedures outlined in paragraph (c) above.

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## **SECTION D PACKAGING AND MARKING**

All Deliverables shall be packaged and marked IAW Best Commercial Practice.

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## SECTION E INSPECTION AND ACCEPTANCE

CLIN	INSPECT AT	INSPECT BY	ACCEPT AT	ACCEPT BY
<b>COST CLINS</b>				
<b>Base Year</b>				
7001	Destination	Government	Destination	Government
7002	Destination	Government	Destination	Government
<b>Option Year One (1)</b>				
7101	Destination	Government	Destination	Government
7102	Destination	Government	Destination	Government
<b>Option Year Two (2)</b>				
7201	Destination	Government	Destination	Government
7202	Destination	Government	Destination	Government
<b>ODC CLINS</b>				
<b>Base Year</b>				
9001	Destination	Government	Destination	Government
<b>Option Year One (1)</b>				
9101	Destination	Government	Destination	Government
<b>Option Year Two (2)</b>				
9201	Destination	Government	Destination	Government

52.246-5 Inspection Of Services Cost-Reimbursement APR 1984

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## SECTION F DELIVERABLES OR PERFORMANCE

### CLIN - DELIVERIES OR PERFORMANCE

<b>Base Year</b>	
7001	Date of Contract Award - 365 Days after Contract Award.
7002	Date of Contract Award - 365 Days after Contract Award.
9001	Date of Contract Award - 365 Days after Contract Award.
<b>Option Year One (1)</b>	
7101	Begins after CLIN 7001 is complete and ends 365 days after CLIN 7101 is exercised.
7102	Begins after CLIN 7002 is complete and ends 365 days after CLIN 7102 is exercised.
9101	Begins after CLIN 9001 is complete and ends 365 days after CLIN 9101 is exercised.
<b>Option Year Two (2)</b>	
7201	Begins after CLIN 7101 is complete and ends 365 days after CLIN 7201 is exercised.
7202	Begins after CLIN 7102 is complete and ends 365 days after CLIN 7202 is exercised.
9201	Begins after CLIN 9101 is complete and ends 365 days after CLIN 9201 is exercised.

The above periods of performance for the option(s) to extend the term of the task order shall apply only if the Government exercises the option(s) as stated in Section B in accordance with the task order clause at FAR 52.217-9 "Option to Extend the Term of the Contract".

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## SECTION G CONTRACT ADMINISTRATION DATA

The SPAWARSYSCEN Atlantic Ombudsman is Robin Rourk, (843) 218-5115.

### G-TXT-01 Designation of Contracting Officer's Representative (FEB 2018)

(a) The Contracting Officer hereby appoints the following individual as Contracting Officer's Representative(s) (COR) for this contract/order:

#### CONTRACTING OFFICER REPRESENTATIVE

James M. Pullen, Code 55140

2251 Lakeshore Drive

New Orleans, LA 70122-3533

(504) 697-4076

James.m.pullen@navy.mil

(b) It is emphasized that only the Contracting Officer has the authority to modify the terms of the contract, therefore, in no event will any understanding agreement, modification, change order, or other matter deviating from the terms of the basic contract between the Contractor and any other person be effective or binding on the Government.

When/If, in the opinion of the Contractor, an effort outside the existing scope of the contract is requested, the Contractor shall promptly notify the PCO in writing. No action shall be taken by the Contractor unless the Procuring Contracting Officer (PCO) or the Administrative Contracting Officer (ACO) has issued a contractual change.

### G-TXT-04 TYPE OF CONTRACT (FEB 2018)

This is a performance based Cost-Plus-Fixed-Fee (CPFF), Level of Effort (LOE), and Cost task order.

### G-TXT-07 PAYMENT INSTRUCTION (PGI 204.7108)

For Government Use Only					
Contract/Order Payment Clause	Type of Payment Request	Supply	Service	Construction	Payment Office Allocation



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					Method
52.212-4 (Alt I), Contract Terms and Conditions —Commercial Items 52.216-7, Allowable Cost and Payment 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts	Cost Voucher	X	X	N/A	Line item specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.
52.232-1, Payments	Navy Shipbuilding Invoice (Fixed Price)	X	N/A	N/A	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable

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					subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-1, Payments; 52.232-2, Payments under Fixed-Price Research and Development Contracts; 52.232-3, Payments under Personal Services Contracts; 52.232-4, Payments under Transportation Contracts and Transportation-Related Services Contracts; and 52.232-6, Payments under Communication Service Contracts with Common Carriers	Invoice	X	X	N/A	Line Item Specific proration. If there is more than one ACRN within a deliverable line or deliverable subline item, the funds will be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN on the deliverable line or deliverable subline item for which payment is requested.
52.232-5, Payments Under Fixed-Price Construction Contracts	Construction Payment Invoice	N/A	N/A	X	Line Item specific by fiscal year. If there is more than one ACRN within a deliverable

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					line or deliverable subline item, the funds will be allocated using the oldest funds. In the event of a deliverable line or deliverable subline item with two ACRNs with the same fiscal year, those amounts will be prorated to the available unliquidated funds for that year.
52.232-16, Progress Payments	Progress Payment*	X	X	N/A	Contract-wide proration. Funds shall be allocated in the same proportion as the amount of funding currently unliquidated for each ACRN. Progress Payments are considered contract level financing, and the "contract price" shall reflect the fixed price portion of the contract per

					FAR 32.501-3.
52.232-29, Terms for Financing of Purchases of Commercial Items; 52.232-30, Installment Payments for Commercial Items	Commercial Item Financing*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
52.232-32, Performance-Based Payments	Performance-Based Payments*	X	X	N/A	Specified in approved payment. The contracting officer shall specify the amount to be paid and the account(s) to be charged for each payment approval in accordance with FAR 32.207(b)(2) and 32.1007(b)(2).
252.232-7002, Progress Payments for Foreign Military Sales Acquisitions	Progress Payment*	X	X	N/A	Allocate costs among line items and countries in a manner acceptable to the Administrative

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					Contracting Officer.
*Liquidation of Financing Payments. Liquidation will be applied by the payment office against those ACRNs which are identified by the payment instructions for the delivery payment and in keeping with the liquidation provision of the applicable contract financing clause (i.e., progress payment, performance-based payment, or commercial item financing).					

## 252.204-7006 BILLING INSTRUCTIONS (OCT 2005)

When submitting a request for payment, the Contractor shall —

- a. Identify the contract line item(s) on the payment request that reasonably reflect contract work performance; and
- b. Separately identify a payment amount for each contract line item included in the payment request.

## 252.232-7006 WIDE AREA WORKFLOW PAYMENT INSTRUCTIONS (MAY 2013)

(a) *Definitions.* As used in this clause—

“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.

“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).

“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.

(b) *Electronic invoicing.* The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS [252.232-7003](#), Electronic Submission of Payment Requests and Receiving Reports.

(c) *WAWF access.* To access WAWF, the Contractor shall—

- (1) Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>; and
- (2) Be registered to use WAWF at <https://wawf.eb.mil/> following the step-by-step procedures for self-registration available at this web site.

(d) *WAWF training.* The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at <https://wawf.eb.mil/>

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(e) *WAWF methods of document submission.* Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.

(f) *WAWF payment instructions.* The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order:

(1) *Document type.* The Contractor shall use the following document type(s).

### **Cost Type Orders - Cost Voucher**

(2) *Inspection/acceptance location.* The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer.

### **N65236**

(3) *Document routing.* The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.

**Routing Data Table\***

<i>Field Name in WAWF</i>	<i>Data to be entered in WAWF</i>
Pay Official DoDAAC	*DFAS
Issue By DoDAAC	N65236
Admin DoDAAC	N65236
Inspect By DoDAAC	N65236
Ship To Code	N65236
Ship From Code	N/A
Mark For Code	N65236
Service Approver (DoDAAC)	N65236
Service Acceptor (DoDAAC)	N/A
Accept at Other DoDAAC	N/A
LPO DoDAAC	N65236
DCAA Auditor DoDAAC	*DCAA
Other DoDAAC(s)	N/A

\* *To Be Completed at Task Order award.*

(4) *Payment request and supporting documentation.* The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work

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performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (*e.g.* timesheets) in support of each payment request.

(5) *WAWF email notifications.* The Contractor shall enter the e-mail address identified below in the “Send Additional Email Notifications” field of WAWF once a document is submitted in the system.

Contracting Officer Representative:

James M. Pullen, Code 55140

2251 Lakeshore Drive

New Orleans, LA 70122-3533

(504) 697-4076

James.m.pullen@navy.mil

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity’s WAWF point of contact.

Laverne Brown

Administrative Specialist

1 Innovation Drive, Bldg. 3147

North Charleston, SC 29410-4200

(843) 218-5926

[Laverne.brown@navy.mil](mailto:Laverne.brown@navy.mil)

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

## **HQ G-2-0009 SUPPLEMENTAL INSTRUCTIONS REGARDING INVOICING (NAVSEA) (APR 2015)**

(a) For other than firm fixed priced contract line item numbers (CLINs), the Contractor agrees to segregate costs incurred under this contract/task order (TO), as applicable, at the lowest level of performance, either at the technical instruction (TI), sub line item number (SLIN), or contract line item number (CLIN) level, rather than on a total contract/TO basis, and to submit invoices

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reflecting costs incurred at that level. Supporting documentation in Wide Area Workflow (WAWF) for invoices shall include summaries of work charged during the period covered as well as overall cumulative summaries by individual labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of other direct costs (ODCs), materials, and travel, by TI, SLIN, or CLIN level. For other than firm fixed price subcontractors, subcontractors are also required to provide labor categories, rates, and hours (both straight time and overtime) invoiced; as well as, a cost breakdown of ODCs, materials, and travel invoiced. Supporting documentation may be encrypted before submission to the prime contractor for WAWF invoice submittal. Subcontractors may email encryption code information directly to the Contracting Officer (CO) and Contracting Officer Representative (COR). Should the subcontractor lack encryption capability, the subcontractor may also email detailed supporting cost information directly to the CO and COR; or other method as agreed to by the CO.

(b) Contractors submitting payment requests and receiving reports to WAWF using either Electronic Data Interchange (EDI) or Secure File Transfer Protocol (SFTP) shall separately send an email notification to the COR and CO on the same date they submit the invoice in WAWF. No payments shall be due if the contractor does not provide the COR and CO email notification as required herein.



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## SECTION H SPECIAL CONTRACT REQUIREMENTS

### H-TXT-01 CONTRACTOR PICTURE BADGE (FEB 2018)

- (a) A contractor picture badge may be issued to contractor personnel by the *SPAWARSSYSCEN Atlantic Security Office* upon receipt of a valid visit request from the Contractor and a picture badge request from the COR. A list of personnel requiring picture badges must be provided to the COR to verify that the contract or delivery/task order authorizes performance at *SPAWARSSYSCEN Atlantic* prior to completion of the picture badge request.
- (b) The contractor assumes full responsibility for the proper use of the identification badge and shall be responsible for the return of the badge upon termination of personnel or expiration or completion of the contract.
- (c) At the completion of the contract, the contractor shall forward to *SPAWARSSYSCEN Security Office* a list of all unreturned badges with a written explanation of any missing badges.

### H-TXT-07 EMPLOYMENT OF NAVY PERSONNEL RESTRICTED (FEB 2018)

In performing this task order, the Contractor will not use as a consultant or employ (on either a full or part-time basis) any active duty Navy personnel (civilian or military) without the prior approval of the Contracting Officer. Such approval may be given only in circumstances where it is clear that no law and no DOD or Navy instructions, regulations, or policies might possibly be contravened and no appearance of a conflict of interest will result.

### NAVSEA 5252.216-9122 LEVEL OF EFFORT - ALTERNATE I (MAY 2010)

- (a) The Contractor agrees to provide the total level of effort specified in the next sentence in performance of the work described in Sections B and C of this task order. The total level of effort for the performance of this task order shall be 303,055 total man-hours of direct labor, including subcontractor direct labor for those subcontractors specifically identified in the Contractor's proposal as having hours included in the proposed level of effort.
- (b) Of the total man-hours of direct labor set forth above, it is estimated that **zero (0)** man-hours are uncompensated effort. Uncompensated effort is defined as hours provided by personnel in excess of 40 hours per week without additional compensation for such excess work. All other effort is defined as compensated effort. If no effort is indicated in the first sentence of this paragraph, uncompensated effort performed by the Contractor shall not be counted in fulfillment of the level of effort obligations under this task order.
- (c) Effort performed in fulfilling the total level of effort obligations specified above shall only include effort performed in direct support of this task order and shall not include time and effort expended on such things as (local travel to and from an employee's usual work location), uncompensated effort while on travel status, truncated lunch periods, work (actual or inferred) at an employee's residence or other non-work locations (except as provided in paragraph (i) below), or other time and effort which does not have a specific and direct contribution to the tasks described in Sections B and C.

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(d) The level of effort for this task order shall be expended at an average rate of approximately 1,942.66 hours per week. It is understood and agreed that the rate of man-hours per month may fluctuate in pursuit of the technical objective, provided such fluctuation does not result in the use of the total man-hours of effort prior to the expiration of the term hereof, except as provided in the following paragraph.

(e) If, during the term hereof, the Contractor finds it necessary to accelerate the expenditure of direct labor to such an extent that the total man-hours of effort specified above would be used prior to the expiration of the term, the Contractor shall notify the Contracting Officer in writing setting forth the acceleration required, the probable benefits which would result, and an offer to undertake the acceleration at no increase in the estimated cost or fee together with an offer, setting forth a proposed level of effort, cost breakdown, and proposed fee, for continuation of the work until expiration of the term hereof. The offer shall provide that the work proposed will be subject to the terms and conditions of this task order and any additions or changes required by then current law, regulations, or directives, and that the offer, with a written notice of acceptance by the Contracting Officer, shall constitute a binding contract. The Contractor shall not accelerate any effort until receipt of such written approval by the Contracting Officer. Any agreement to accelerate will be formalized by a task order modification.

(f) The Contracting Officer may, by written order, direct the Contractor to accelerate the expenditure of direct labor such that the total man-hours of effort specified in paragraph (a) above would be used prior to the expiration of the term. This order shall specify the acceleration required and the resulting revised term. The Contractor shall acknowledge this order within five days of receipt.

(g) The Contractor shall provide and maintain an accounting system, acceptable to the Administrative Contracting Officer and the Defense Contract Audit Agency (DCAA), which collects costs incurred and effort (compensated and uncompensated, if any) provided in fulfillment of the level of effort obligations of this task order. The Contractor shall indicate on each invoice the total level of effort claimed during the period covered by the invoice, separately identifying compensated effort and uncompensated effort, if any.

(h) Within 45 days after completion of the work under each separately identified period of performance hereunder, the Contractor shall submit the following information in writing to the Contracting Officer with copies to the cognizant Contract Administration Office and to the DCAA office to which vouchers are submitted: (1) the total number of man-hours of direct labor expended during the applicable period; (2) a breakdown of this total showing the number of man-hours expended in each direct labor classification and associated direct and indirect costs; (3) a breakdown of other costs incurred; and (4) the Contractor's estimate of the total allowable cost incurred under the task order for the period. Within 45 days after completion of the work under the task order, the Contractor shall submit, in addition, in the case of a cost underrun; (5) the amount by which the estimated cost of this task order may be reduced to recover excess funds. All submissions shall include subcontractor information.

(i) For work performed outside of Government facilities, the Contractor may perform the required level of effort at an alternative worksite, provided the Contractor has a company approved alternative worksite plan. The primary worksite is the traditional "main office" worksite. An alternative worksite means an employee's residence or a telecommuting center. A

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telecommuting center is a geographically convenient office setting as an alternative to an employee's main office. The Government reserves the right to review the Contractor's alternative worksite plan. In the event performance becomes unacceptable, the Contractor will be prohibited from counting the hours performed at the alternative worksite in fulfilling the total level of effort obligations of the task order. Regardless of the work location, all task order terms and conditions, including security requirements and labor laws, remain in effect. The Government shall not incur any additional cost nor provide additional equipment for task order performance as a result of the Contractor's election to implement an alternative worksite plan.

(j) Notwithstanding any of the provisions in the above paragraphs and subject to the LIMITATION OF FUNDS or LIMITATION OF COST clauses, as applicable, the period of performance may be extended and the estimated cost may be increased in order to permit the Contractor to provide all of the man-hours listed in paragraph (a) above. The Contractor shall continue to be paid fee for each man-hour performed in accordance with the terms of the task order.

\* The Contracting Officer referred to in paragraph (j) is the Task Order Contracting Officer.

#### **SEA 5252.232-9104 ALLOTMENT OF FUNDS (JAN 2008)**

a. This task order is incrementally funded with respect to both cost and fee. The amount(s) presently available and allotted to this task order for payment of fee for incrementally funded contract line item number/contract subline item number (CLIN/SLIN), subject to the clause entitled "FIXED FEE" (FAR 52.216-8) or "INCENTIVE FEE" (FAR 52.216-10), as appropriate, is specified below. The amount(s) presently available and allotted to this task order for payment of cost for incrementally funded CLINs/SLINs is set forth below. As provided in the clause of this task order entitled "LIMITATION OF FUNDS" (FAR 52.232-22), the CLINs/SLINs covered thereby, and the period of performance for which it is estimated the allotted amount(s) will cover are as follows:

CLIN	Ceiling	Funded Amount	Unfunded Amount	Period of Performance
7001 (Base / Cost Only)	\$0.00	\$0.00	\$0.00	TBD
9001 (Base / ODC Only)	\$0.00	\$0.00	\$0.00	TBD
7101 (Opt.1 / Cost Only)	\$0.00	\$0.00	\$0.00	TBD
9101 (Opt.1 / ODC Only)	\$0.00	\$0.00	\$0.00	TBD
7201 (Opt.2 / Cost Only)	\$0.00	\$0.00	\$0.00	TBD
9201 (Opt.2 / ODC Only)	\$0.00	\$0.00	\$0.00	TBD
Totals	\$0.00	\$0.00	\$0.00	TBD

b. The parties contemplate that the Government will allot additional amounts to this task order from time to time for the incrementally funded CLINs/SLINs by unilateral task order modification, and any such modification shall state separately the amount(s) allotted for cost, the amount(s) allotted for fee, the CLINs/SLINs covered thereby, and the period of performance which the amount(s) are expected to cover.

c. CLINs/SLINs\*are fully funded and performance under these CLINs/SLINs is subject to the clause of this task order entitled "LIMITATION OF COST" (FAR 52.232-20).

d. The Contractor shall segregate costs for the performance of incrementally funded CLINs/SLINs from the costs of performance of fully funded CLINs/SLINs.

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## **H-TXT-16 LIMITED RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION**

### **(a) Definition.**

“Confidential Business Information,” (Information) as used in this clause, is defined as all forms and types of financial, business, economic or other types of information other than technical data or computer software/computer software documentation, whether tangible or intangible, and whether or how stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing if -- (1) the owner thereof has taken reasonable measures to keep such Information secret, and (2) the Information derives independent economic value, actual or potential from not being generally known to, and not being readily ascertainable through proper means by, the public. Information does not include technical data, as that term is defined in DFARS 252.227-7013(a)(14), 252.227-7015(a)(4), and 252.227-7018(a)(19). Similarly, Information does not include computer software/computer software documentation, as those terms are defined in DFARS 252.227-7014(a)(4) and 252.227-7018(a)(4).

(b) The Space and Naval Warfare Systems Command (SPAWAR) may release to individuals employed by SPAWAR support contractors and their subcontractors Information submitted by the contractor or its subcontractors pursuant to the provisions of this contract. Information that would ordinarily be entitled to confidential treatment may be included in the Information released to these individuals. Accordingly, by submission of a proposal or execution of this contract, the offeror or contractor and its subcontractors consent to a limited release of its Information, but only for purposes as described in paragraph (c) of this clause.

(c) Circumstances where SPAWAR may release the contractor’s or subcontractors’ Information include the following:

(1) To other SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in handling and processing Information and documents in the administration of SPAWAR contracts, such as file room management and contract closeout; and,

(2) To SPAWAR contractors and subcontractors, and their employees tasked with assisting SPAWAR in accounting support services, including access to cost-reimbursement vouchers.

(d) SPAWAR recognizes its obligation to protect the contractor and its subcontractors from competitive harm that could result from the release of such Information. SPAWAR will permit the limited release of Information under paragraphs (c)(1) and (c)(2) only under the following conditions:

(1) SPAWAR determines that access is required by other SPAWAR contractors and their subcontractors to perform the tasks described in paragraphs (c)(1) and (c)(2);

(2) Access to Information is restricted to individuals with a bona fide need to possess;

(3) Contractors and their subcontractors having access to Information have agreed under their contract or a separate corporate non-disclosure agreement to provide the same level of protection to the Information that would be provided by SPAWAR employees. Such contract terms or separate corporate non-disclosure agreement shall require the contractors and subcontractors to train their employees on

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how to properly handle the Information to which they will have access, and to have their employees sign company non disclosure agreements certifying that they understand the sensitive nature of the Information and that unauthorized use of the Information could expose their company to significant liability. Copies of such employee non disclosure agreements shall be provided to the Government;

(4) SPAWAR contractors and their subcontractors performing the tasks described in paragraphs (c)(1) or (c)(2) have agreed under their contract or a separate non-disclosure agreement to not use the Information for any purpose other than performing the tasks described in paragraphs (c)(1) and (c)(2); and,

(5) Before releasing the Information to a non-Government person to perform the tasks described in paragraphs (c)(1) and (c)(2), SPAWAR shall provide the contractor a list of the company names to which access is being granted, along with a Point of Contact for those entities.

(e) SPAWAR's responsibilities under the Freedom of Information Act are not affected by this clause.

(f) The contractor agrees to include, and require inclusion of, this clause in all subcontracts at any tier that requires the furnishing of Information.

#### **H-TXT-23B REIMBURSEMENT OF TRAVEL COSTS- ALTERNATE II (FEB 2018)**

##### **a. Contractor Request and Government Approval of Travel**

Any travel under this contract must be specifically requested in writing, by the contractor prior to incurring any travel costs. If this contract is a definite or indefinite delivery contract, then the written Government authorization will be by task/delivery orders issued by the Ordering Officer or by a modification to an issued task/delivery order. If this contract is not a definite or indefinite delivery contract, then the written Government authorization will be by written notice of approval from the Contracting Officer's Representative (COR). The request shall include as a minimum, the following:

1. Contract number
2. Date, time, and place of proposed travel
3. Purpose of travel and how it relates to the contract
4. Contractor's estimated cost of travel
5. Name(s) of individual(s) traveling and;
6. A breakdown of estimated travel and per diem charges.

The contractor shall submit the travel request in writing to the Contracting Officer's Representative (COR). The COR shall review and approve/disapprove (as appropriate) all travel requests submitted giving written notice of such approval or disapproval to the contractor.

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b. General

1. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor only to the extent that it is necessary and authorized for performance of the work under this contract. The costs for travel, subsistence, and lodging shall be reimbursed to the contractor in accordance with the Federal Acquisition Regulation (FAR) 31.205-46, which is incorporated by reference into this contract. As specified in FAR 31.205-46(a) (2), reimbursement for the costs incurred for lodging, meals and incidental expenses (as defined in the travel regulations cited subparagraphs (b)(1)(i) through (b)(1)(iii) below) shall be considered to be reasonable and allowable only to the extent that they do not exceed on a daily basis the maximum per diem rates in effect at the time of travel as set forth in the following:

i. Federal Travel Regulation prescribed by the General Services Administration for travel in the contiguous 48 United States;

ii. Joint Travel Regulation, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense for travel in Alaska, Hawaii, The Commonwealth of Puerto Rico, and the territories and possessions of the United States; or

iii. Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances in Foreign Areas" prescribed by the Department of State, for travel in areas not covered in the travel regulations cited in subparagraphs (b)(1)(i) and (b)(1)(ii) above.

2. Personnel in travel status from and to the contractor's place of business and designated work site or vice versa, shall be considered to be performing work under the contract, and contractor shall bill such travel time at the straight (regular) time rate; however, such billing shall not exceed eight hours per person for any one person while in travel status during one calendar day.

c. Per Diem

1. The contractor shall not be paid per diem for contractor personnel who reside in the metropolitan area in which the tasks are being performed. Per diem shall not be paid on services performed at contractor's home facility and at any facility required by the contract, or at any location within a radius of 50 miles from the contractor's home facility and any facility required by this contract.

2. Costs for subsistence and lodging shall be paid to the contractor only to the extent that overnight stay is necessary and authorized in writing by the Government for performance of the work under this contract per paragraph (a). When authorized, per diem shall be paid by the contractor to its employees at a rate not to exceed the rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and authorized in writing by the Government. The authorized per diem rate shall be the same as the prevailing locality per diem rate.

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3. Reimbursement to the contractor for per diem shall be limited to payments to employees not to exceed the authorized per diem and as authorized in writing by the Government per paragraph (a). Fractional parts of a day shall be payable on a prorated basis for purposes of billing for per diem charges attributed to subsistence on days of travel. The departure day from the Permanent Duty Station (PDS) and return day to the PDS shall be 75% of the applicable per diem rate. The contractor shall retain supporting documentation for per diem paid to employees as evidence of actual payments, as required by the FAR 52.216-7 "Allowable Cost and Payment" clause of the contract.

d. Transportation

1. The contractor shall be paid on the basis of actual amounts paid to the extent that such transportation is necessary for the performance of work under the contract and is authorized in writing by the Government per paragraph (a).

2. The contractor agrees, in the performance of necessary travel, to use the lowest cost mode commensurate with the requirements of the mission and in accordance with good traffic management principles. When it is necessary to use air or rail travel, the contractor agrees to use coach, tourist class or similar accommodations to the extent consistent with the successful and economical accomplishment of the mission for which the travel is being performed. Documentation must be provided to substantiate non-availability of coach or tourist if business or first class is proposed to accomplish travel requirements.

3. When transportation by privately owned conveyance (POC) is authorized, the contractor shall be paid on a mileage basis not to exceed the applicable Government transportation rate specified in the travel regulations cited in FAR 31.205-46(a)(2) and is authorized in writing by the Government per paragraph (a).

4. When transportation by privately owned (motor) vehicle (POV) is authorized, required travel of contractor personnel, that is not commuting travel, may be paid to the extent that it exceeds the normal commuting mileage of such employee. When an employee's POV is used for travel between an employee's residence or the Permanent Duty Station and one or more alternate work sites within the local area, the employee shall be paid mileage for the distance that exceeds the employee's commuting distance.

5. When transportation by a rental automobile, other special conveyance or public conveyance is authorized, the contractor shall be paid the rental and/or hiring charge and operating expenses incurred on official business (if not included in the rental or hiring charge). When the operating expenses are included in the rental or hiring charge, there should be a record of those expenses available to submit with the receipt. Examples of such operating expenses include: hiring charge (bus, streetcar or subway fares), gasoline and oil, parking, and tunnel tolls.

6. Definitions:

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i. "Permanent Duty Station" (PDS) is the location of the employee's permanent work assignment (i.e., the building or other place where the employee regularly reports for work.

ii. "Privately Owned Conveyance" (POC) is any transportation mode used for the movement of persons from place to place, other than a Government conveyance or common carrier, including a conveyance loaned for a charge to, or rented at personal expense by, an employee for transportation while on travel when such rental conveyance has not been authorized/approved as a Special Conveyance.

iii. "Privately Owned (Motor) Vehicle (POV)" is any motor vehicle (including an automobile, light truck, van or pickup truck) owned by, or on a long-term lease (12 or more months) to, an employee or that employee's dependent for the primary purpose of providing personal transportation, that:

(a) is self-propelled and licensed to travel on the public highways;

(b) is designed to carry passengers or goods; and

(c) has four or more wheels or is a motorcycle or moped.

iv. "Special Conveyance" is commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

v. "Public Conveyance" is local public transportation (e.g., bus, streetcar, subway, etc) or taxicab.

iv. "Residence" is the fixed or permanent domicile of a person that can be reasonably justified as a bona fide residence.

EXAMPLE 1: Employee's one way commuting distance to regular place of work is 7 miles. Employee drives from residence to an alternate work site, a distance of 18 miles. Upon completion of work, employee returns to residence, a distance of 18 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (14 miles). The employee is reimbursed for 22 miles ( $18 + 18 - 14 = 22$ ).

EXAMPLE 2: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives from residence to an alternate work site, a distance of 5 miles. Upon



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completion of work, employee returns to residence, a distance of 5 miles.

In this case, the employee is not entitled to be reimbursed for the travel performed (10 miles), since the distance traveled is less than the commuting distance (30 miles) to the regular place of work.

EXAMPLE 3: Employee's one way commuting distance to regular place of work is 15 miles. Employee drives to regular place of work. Employee is required to travel to an alternate work site, a distance of 30 miles. Upon completion of work, employee returns to residence, a distance of 15 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (30 miles). The employee is reimbursed for 30 miles ( $15 + 30 + 15 - 30 = 30$ ).

EXAMPLE 4: Employee's one way commuting distance to regular place of work is 12 miles. In the morning the employee drives to an alternate work site (45 miles). In the afternoon the employee returns to the regular place of work (67 miles).

After completion of work, employee returns to residence, a distance of 12 miles.

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal round trip commuting distance (24 miles). The employee is reimbursed for 100 miles ( $45 + 67 + 12 - 24 = 100$ ).

EXAMPLE 5: Employee's one way commuting distance to regular place of work is 35 miles. Employee drives to the regular place of work (35 miles). Later, the employee drives to alternate work site #1 (50 miles) and then to alternate work site #2 (25 miles). Employee then drives to residence (10 miles).

In this case, the employee is entitled to be reimbursed for the distance that exceeds the normal commuting distance (70 miles). The employee is reimbursed for 50 miles ( $35 + 50 + 25 + 10 - 70 = 50$ ).

EXAMPLE 6: Employee's one way commuting distance to regular place of work is 20 miles. Employee drives to the regular place of work (20 miles). Later, the employee drives to alternate work site #1 (10 miles) and then to alternate work site #2 (5 miles). Employee then drives to residence (2 miles).

In this case, the employee is not entitled to be reimbursed for the travel performed (37 miles), since the distance traveled is less than the commuting distance (40 miles) to the regular place

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of work.

#### H-TXT-25 CONTRACTOR IDENTIFICATION (FEB 2018)

- a. Contractor employees must be clearly identifiable while on Government property by wearing appropriate badges.
- b. Contractor personnel and their subcontractors must identify themselves as contractors or subcontractors during meetings, telephone conversations, in electronic messages, or correspondence related to this task order.
- c. Contractor-occupied facilities (on Department of the Navy or other Government installations) such as offices, separate rooms, or cubicles must be clearly identified with Contractor supplied signs, name plates or other identification, showing that these are work areas for Contractor or subcontractor personnel.

#### H-TXT-26 REQUIRED INFORMATION ASSURANCE AND PERSONNEL SECURITY REQUIREMENTS FOR ACCESSING GOVERNMENT INFORMATION SYSTEMS AND NONPUBLIC INFORMATION

(a) Definition. As used in this text, “sensitive information” includes:

- (i) All types and forms of confidential business information, including financial information relating to a contractor’s pricing, rates, or costs, and program information relating to current or estimated budgets or schedules;
- (ii) Source selection information, including bid and proposal information as defined in FAR 2.101 and FAR 3.104-4, and other information prohibited from disclosure by the Procurement Integrity Act (41 USC 423);
- (iii) Information properly marked as “business confidential,” “proprietary,” “procurement sensitive,” “source selection sensitive,” or other similar markings;
- (iv) Other information designated as sensitive by the Space and Naval Warfare Systems Command (SPAWAR).

(b) In the performance of the task order, the Contractor may receive or have access to information, including information in Government Information Systems and secure websites. Accessed information may include “sensitive information” or other information not previously made available to the public that would be competitively useful on current or future related procurements.

(c) Contractors are obligated to protect and safeguard from unauthorized disclosure all sensitive information to which they receive access in the performance of the task order, whether the information comes from the Government or from third parties. The Contractor shall—

- (i) Utilize accessed information and limit access to authorized users only for the purposes of

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performing the services as required by the task order, and not for any other purpose unless authorized;

(ii) Safeguard accessed information from unauthorized use and disclosure, and not discuss, divulge, or disclose any accessed information to any person or entity except those persons authorized to receive the information as required by the task order or as authorized by Federal statute, law, or regulation;

(iii) Inform authorized users requiring access in the performance of the task order regarding their obligation to utilize information only for the purposes specified in the task order and to safeguard information from unauthorized use and disclosure.

(iv) Execute a “Contractor Access to Information Non-Disclosure Agreement,” and obtain and submit to the Contracting Officer a signed “Contractor Employee Access to Information Non-Disclosure Agreement” for each employee prior to assignment;

(v) Notify the Contracting Officer in writing of any violation of the requirements in (i) through (iv) above as soon as the violation is identified, no later than 24 hours. The notice shall include a description of the violation and the proposed actions to be taken, and shall include the business organization, other entity, or individual to whom the information was divulged.

(d) In the event that the Contractor inadvertently accesses or receives any information marked as “proprietary,” “procurement sensitive,” or “source selection sensitive,” or that, even if not properly marked otherwise indicates the Contractor may not be authorized to access such information, the Contractor shall (i) Notify the Contracting Officer; and (ii) Refrain from any further access until authorized in writing by the Contracting Officer.

(e) The requirements of this text are in addition to any existing or subsequent Organizational Conflicts of Interest (OCI) requirements which may also be included in the task order, and are in addition to any personnel security or Information Assurance requirements, including Systems Authorization Access Request (SAAR-N), DD Form 2875, Annual Information Assurance (IA) training certificate, SF85P, or other forms that may be required for access to Government Information Systems.

(f) Subcontracts. The Contractor shall insert paragraphs (a) through (f) of this text in all subcontracts that may require access to sensitive information in the performance of the task order.

(g) Mitigation Plan. If requested by the Contracting Officer, the contractor shall submit, within 45 calendar days following execution of the “Contractor Non-Disclosure Agreement,” a mitigation plan for Government approval, which shall be incorporated into the task order. At a minimum, the mitigation plan shall identify the Contractor’s plan to implement the requirements of paragraph (c) above and shall include the use of a firewall to separate Contractor personnel requiring access to information in the performance of the task order from other Contractor personnel to ensure that the Contractor does not obtain any unfair competitive advantage with respect to any future Government requirements due to unequal access to information. A “firewall” may consist of organizational and physical separation; facility and workspace access restrictions; information system access physical separation; facility and workspace access restrictions; information system access restrictions; and other data security measures identified,

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as appropriate. The Contractor shall respond promptly to all inquiries regarding the mitigation plan. Failure to resolve any outstanding issues or obtain approval of the mitigation plan within 45 calendar days of its submission may result, at a minimum, in rejection of the plan and removal of any system access.

#### 5252.242-9518 CONTRACTOR PERFORMANCE ASSESSMENT REPORTING SYSTEM (CPARS) (NAVAIR) (FEB 2009)

(a) The Contractor Performance Assessment Reporting System (CPARS) has been established to collect past performance information on defense contractors as required by FAR 42.1502 (Class Deviation 2013-O0018). The frequency and type of CPARS reports (initial, intermediate, final, out-of-cycle, and addendum) shall be as required in the CPARS Policy Guide that is available at: <http://www.cpars.csd.disa.mil/cparsmain.htm>

(b) For orders placed against contracts and agreements the contractor's performance shall be assessed on an order-by-order basis [☒X\_\_\_] or total contract/agreement basis [\_\_\_\_]

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## SECTION I CONTRACT CLAUSES

### PROVISIONS INCORPORATED BY REFERENCE

#### REFERENCE PROVISION TITLE & DATE

52.219-6 Notice of Total Small Business Set-Aside (Nov 2011)

52.219-14 Limitations on Subcontracting (Jan 2017)

52.217-9 -- OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

a. The Government may extend the term of this task order by written notice to the Contractor within 30 days prior to completion of the base period; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the task order expires. The preliminary notice does not commit the Government to an extension.

b. If the Government exercises this option, the extended task order shall be considered to include this option clause.

c. The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

52.219-17 Section 8(a) Award (**JAN 2017**)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) To furnish the supplies or services set forth in the contract according to the specifications and the terms and conditions by subcontracting with the Offeror who has been determined an eligible concern pursuant to the provisions of section 8(a) of the Small Business Act, as amended ([15 U.S.C. 637\(a\)](#)).

(2) Except for novation agreements, delegates to the SPAWARSYSCEN Atlantic the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; *provided*, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the SPAWARSYSCEN Atlantic Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

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(b) The offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the SBA and the cognizant Contracting Officer of the SPAWARSYSCEN Atlantic.

## **52.219-18 Notification of Competition Limited to Eligible 8(a) Participants Alternate I (Jan 2017)**

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer—

(1) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(2) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror represents that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) Any award resulting from this solicitation will be made to the Small Business Administration, which will subcontract performance to the successful 8(a) offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) *Agreement.* A small business concern submitting an offer in its own name shall furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States or its outlying areas. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply to construction or service contracts.

(2) The \* will notify the SPAWARSYSCEN Atlantic Contracting Officer in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(3) The offeror's approved business plan is on the file and serviced by \*.

\* To Be Completed at Time of Award.

## **52.222-2 PAYMENT FOR OVERTIME PREMIUMS (JUL 1990)**

a. The use of overtime is authorized under this task order if the overtime premium does not exceed    \* or the overtime premium is paid for work

1. Necessary to cope with emergencies such as those resulting from accidents, natural disasters, breakdowns of production equipment, or occasional production bottlenecks of a sporadic nature;

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2. By indirect-labor employees such as those performing duties in connection with administration, protection, transportation, maintenance, standby plant protection, operation of utilities, or accounting;
  3. To perform tests, industrial processes, laboratory procedures, loading or unloading of transportation conveyances, and operations in flight or afloat that are continuous in nature and cannot reasonably be interrupted or completed otherwise; or
  4. That will result in lower overall costs to the Government.
- b. Any request for estimated overtime premiums that exceeds the amount specified above shall include all estimated overtime for contract completion and shall—
1. Identify the work unit; e.g., department or section in which the requested overtime will be used, together with present workload, staffing, and other data of the affected unit sufficient to permit the Contracting Officer to evaluate the necessity for the overtime;
  2. Demonstrate the effect that denial of the request will have on the contract delivery or performance schedule;
  3. Identify the extent to which approval of overtime would affect the performance or payments in connection with other Government contracts, together with identification of each affected contract; and
  4. Provide reasons why the required work cannot be performed by using multi-shift operations or by employing additional personnel.

\* *To Be Completed at Time of Task Order Award.*

## **52.222-42 – STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 2014)**

In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of [5 U.S.C. 5341](#) or [5332](#).

This Statement is for Information Only:

Employee Class	SCA#	Monetary Wage-Fringe Benefits
Computer Operator III	SCA 14043	GS-6
Computer System Analyst II	SCA 14102	GS-11
Computer System Analyst III	SCA 14103	GS-12

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## SECTION J LIST OF ATTACHMENTS

ATTACHMENT\_1\_Reference\_Information\_Sheets\_1A\_and\_1B

ATTACHMENT\_3\_QASP

Exhibit\_A\_CDRLs\_A001-A018

ATTACHMENT\_4\_WD\_New\_Orleans\_LA

ATTACHMENT\_2A\_Prime\_Pricing\_Model\_v1.0\_1300684452

ATTACHMENT\_2B\_Subcontractor\_Pricing\_Model\_v1.0\_1300684452

ATTACHMENT\_5\_DD254

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## **SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS**

The requirement for Annual Representation and Certifications at 52.204-8 applies at the basic multiple award contract (MAC) level for each Offeror. Offerors are not required to submit representation or certifications in response to this solicitation or its subsequent Task Order award, if any. All requests for representation or rerepresentation shall come from the MAC Contracting Officer in accordance with the terms of the basic contract.

The Ordering Officer will consider Offeror's size/socioeconomic status as defined within the SeaPort-e portal at the following web address:

<https://auction.seaport.navy.mil/Bid/PPContractListing.aspx>

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## SECTION L INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

### PROVISIONS INCORPORATED BY REFERENCE

#### REFERENCE PROVISION TITLE & DATE

52.237-10 Identification of Uncompensated Overtime (MAR 2015)

### PROVISIONS INCORPORATED BY FULL TEXT

#### **52.215-20 REQUIREMENTS FOR CERTIFIED COST OR PRICING DATA AND DATA OTHER THAN CERTIFIED COST OR PRICING DATA (OCT 2010) - ALTERNATE IV (OCT 2010)**

(a) Submission of certified cost or pricing data is not required.

(b) Provide information described below:

The offeror shall submit data other than certified cost or pricing data and supporting information prepared in accordance with **Attachments 2A and 2B**, Prime and Subcontractor Pricing Models, and directions therein (detailed instructions are provided in the Pricing Models). The Pricing Models contain all of the labor categories and hours that the Government has anticipated for use under this effort. Offerors are to complete the Pricing Models with the information outlined below and this information will be used as a mechanism to evaluate cost for the performance periods.

The cost breakdown shall indicate the offeror's total estimated proposed price for each year and the cumulative proposed price for all years. Any substantiating information submitted must support the cost elements proposed. Include sufficient detail or cross references to clearly establish the relationship of the information provided to the cost proposed. Support any information provided by explanations or supporting rationale, as needed to permit the Contracting Officer and authorized representatives to evaluate the documentation.

#### PART I--COST LABOR INFORMATION:

(1) Current, actual unloaded rates are to be submitted for any "proposed individual". A *"proposed individual"* is defined as a current employee specifically proposed to perform an estimated number of hours for a labor category. Offerors shall modify the Prime and Subcontractor Pricing Models as necessary (i.e. add rows and identify proposed individuals by name) to account for each proposed individual. In accordance with the offeror's disclosed estimating system practices, average unloaded direct labor rates may be submitted for all remaining labor categories/hours, i.e. those labor categories/hours not accounted for under the proposed individuals data. Do **not** submit composite rates encompassing more than one labor category. This cost information shall include, as a minimum, the cost data elements contained in **Attachments 2A and 2B**, Prime and Subcontractor Pricing Models. Offerors shall include additional elements such as overtime rates/hours, premium time rates/hours, etc. as applicable.

This task order is subject to the Service Contract Labor Standards statute and the latest wage determination (WD) for New Orleans, LA, is attached (reference **Attachment 4**, Wage Determination No.: 2015-5189, Rev 9). Offerors who intend to perform in a place or area of performance not subject to the WD(s) listed may nevertheless submit proposals but shall identify the specific wage determination number that is applicable to that area or place of

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performance. At time of award, additional WD(s) will be incorporated in the task order as needed. The Department of Labor issued WDs no longer provide a minimum rate for most of the Computer IT categories (Computer Programmers II, III, and IV, and Systems Analysts I, II and III); however, the last WD listing the minimum rate for the computer labor categories established the minimum rate for most of the IT computer related categories at \$27.63 per hour. 29 CFR 541.400 states that in order for computer systems analysts, programmers, and other similarly skilled workers to be eligible for exemption as professionals, the employee must be compensated at a rate of not less than \$27.63 an hour or \$455 a week if considered to be salaried employees. The Prime Pricing model lists the IT computer categories as categories subject to the Service Contract Labor Standards and has established the overtime rate to be 1.5 times the straight time rate. If an offeror considers the IT computer related categories to be professional that intention should be stated in the narrative to the Cost/Price Proposal, and the offeror should revise the Pricing Model(s) to reflect any necessary changes to the overtime rate.

All labor categories shall be escalated for the option years. Offerors shall use an annual labor escalation rate of 2.0% for each option year for the Service Contract Labor Standards labor categories, which are subject to the applicable wage determinations, for cost realism purposes. For professional labor categories, offerors shall use actuals, if known, or rates based on historical data, standard practice, or those accepted by Defense Contract Management Agency (DCMA) or Defense Contract Audit Agency (DCAA) for proposal purposes. Proposed escalation shall not exceed the escalation cap included in the offeror's SeaPort-e basic contract. The narrative to the Cost/Price Proposal must include supporting rationale for the escalation rate proposed.

(2) As discussed in the FAR 52.237-10 "Identification of Uncompensated Overtime" provision, actual hourly rates submitted shall be derived by dividing the proposed individual's actual annual salary by 2080 hours, which is based on a 40 hour work week. Any uncompensated overtime proposed shall be clearly identified by labor category within your cost proposal and will be evaluated in accordance with the FAR 52.237-10 "Identification of Uncompensated Overtime" provision in Section L of this solicitation.

## PART II--REQUIREMENT FOR DATA OTHER THAN CERTIFIED COST OR PRICING DATA:

In accordance with FAR 15.403-3(b), the following information as prescribed below is required for the purposes of assisting the Contracting Officer in determining the cost realism of competing offers. The term "Data Other Than Certified Cost or Pricing Data" is defined in FAR 2.101.

Offerors shall provide copies of correspondence from DCAA or DCMA regarding the most recent approval of rates and/or systems, such as Forward Pricing Rate Agreements (FPRAs), Forward Pricing Rate Recommendations (FPRRs), Provisional Billing Rates (PBRs), and Accounting System Approval (if applicable). If available, provide any updated forward pricing rate information submitted to DCAA/DCMA for review. The correspondence and all attachments (FPRAs, FPRRs, etc.) shall be provided in the Cost/Price Proposal submission (i.e. CostData file).

(1) **DIRECT LABOR** – The labor categories required/intended for use under this task order, including the number of labor hours, are provided in the Pricing Model. Identify the labor rates and total cost for each labor category proposed for each year of the task order. The labor specified under this category shall only be for the prime contractor's direct labor and shall not include any subcontracted labor (*see "Subcontracted Labor" below*). If this solicitation requires work to be performed at both the contractor and Government sites, then the proposal must include your company policy concerning any stipulations as to when Government site / Contractor site rates are

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effective.

Offerors are to include a statement of any additional labor categories, additional estimated hours and related qualifications for labor cost that will be a direct cost based on the offeror's accounting procedures (e.g., management and administrative labor costs). Offerors should include rationale explaining the basis for the number of labor hours per additional labor category.

Supporting data for the proposed direct labor rates (prime and subcontractors) may be recent actual direct labor rates evidenced by payroll records, and/or paystubs, Letters of Intent (LOIs), forward pricing proposals/recommendations/agreements, or salary survey data. If providing LOIs, the offeror and/or its subcontractor(s) shall include the direct hourly labor rate for the proposed employee, identify the position, submit the LOI on offeror's or subcontractor's letterhead with both the prospective employee's and the employer signatures, and state that the LOI is for Solicitation No. N6523618R3143. If providing a salary survey, offerors shall at a minimum, include for each applicable labor category the salary survey information in support of the proposed rates. The supporting salary survey data shall include at a minimum: screen shots that display the source of data used to develop the salary ranges, the job title and description (including education and experience) being surveyed, the geographic location the survey data is valid for, and a range of salary amounts. In addition, if providing a salary survey, offerors should utilize the 50th percentile at a minimum, and include the specific rationale utilized by the offeror in selecting the applicable percentile(s). The salary survey data shall be provided in the Cost/Price Proposal submission (i.e. CostData file). ***Regardless of the basis used by the offeror (including subcontractors) in estimating direct labor costs, proposed labor categories should be mapped to the solicitation labor categories based on the job descriptions, education, and experience specified in the solicitation's personnel requirements.***

When labor rates are based on current actual direct labor rates, LOIs, or forward pricing information, the proposal must provide a statement of the offeror's normally used nomenclature for each labor category included herein, together with a copy of the offeror's own position description (to include education and experience requirements) and a written explanation of how the proposed category meets the experience/education requirements for each labor category. If the offeror's education and experience requirements of its labor categories do not exactly align with the requirements outlined in the solicitation, offerors should all describe how the proposed labor rates were calculated; to include an explanation of how the offeror ensured that only rates reflective of qualified personnel were utilized in formulating the proposed rates. ***This information shall be provided in the Position Descriptions/Labor Mapping submission.***

(2) FRINGE BENEFITS – If applicable and in accordance with your normal accounting procedures, identify the fringe benefit rate(s) and total fringe benefit cost being proposed and identify the cost elements for which the fringe benefit rate is being applied.

(3) OVERHEAD – Identify the current and/or projected overhead rate(s) and total overhead cost being proposed under this solicitation and identify the various cost elements for which overhead is being applied.

(4) SUBCONTRACTED LABOR – Identify, if applicable, any proposed subcontracting labor intended for use under this task order. Identify the labor categories for which subcontracting is being proposed and include the subcontractor's direct labor rates, number of hours proposed for each labor category, fringe benefits, overhead, G&A, fee, etc., that has been submitted by the subcontractor to the prime contractor for consideration under this task order. This information may be submitted by the subcontractor under separate cover directly to the Contracting Officer.

Any subcontractor that is proposed **without** assigned labor hours, regardless if labor rates are provided, is considered an "unpriced" subcontractor and will not be included as part of the evaluation nor will they be an approved subcontractor in any resulting award.

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(5) OTHER:

A. **DIRECT COST** – Identify any other direct cost elements being proposed which are not included above but are applicable to your cost proposal (e.g., Royalties, Special Tooling, Material, Travel, Computer Usage, etc.). *Refer to Provision L-329 Other Direct Costs (ODCs) paragraph (f).* Include the basis for the proposed amount. The decision as to whether costs are handled as direct or indirect costs rests with the offeror, but shall be consistent with the offeror's approved cost accounting practices as disclosed in the offeror's Disclosure Statement, or consistent with the offeror's established accounting practices if the offeror is not required to submit a Disclosure Statement.

B. **INDIRECT COST** – Identify any other indirect cost element (e.g., Facilities Capital Cost of Money) being proposed which has not been included above and identify the various cost elements for which the rate is applied. Describe the basis for estimating each indirect cost element, and advise if the rates proposed are in accordance with any Forward Pricing Rate Agreements/Recommendations/Proposals and the applicable period.

For proposed rates not based on forward pricing information submitted to or agreed upon with DCMA, include the data utilized by the offeror (including subcontractors) in estimating the proposed rates. Historical indirect data, to include provisional rates, actual incurred rates, and annual incurred cost claims (if submitted), shall be provided for the three years prior to the offeror's current fiscal year. This data shall include the offeror's fringe benefit, overhead (on and off-site as applicable), General and Administrative (G&A), and Materials and Subcontracts (M&S) handling rates as applicable to the offeror's accounting system. Offerors shall include a detailed explanation in the narrative to the Cost/Price Proposal.

(6) **GENERAL AND ADMINISTRATIVE EXPENSE** – Identify the G&A rate(s) and the total G&A cost proposed and identify the various cost elements for which the G&A is being applied.

(7) **FEE** – Identify the fee rate, total amount proposed, and the cost elements on which the fee is applied. In accordance with H.10 Savings Clause of the SeaPort-e basic contract (paragraph C, Maximum Fee Rate), offerors are reminded that fixed fee is capped for SeaPort-e task orders. Compliance with the maximum fee rate is applicable at the time of task order award and is based on the ratio of fixed fee to the estimated cost. Fee becomes a fixed dollar amount at the time of task order award and is subject to the provisions of the Level of Effort clause of the SeaPort-e basic contract. The fee rate being proposed at the task order level by the prime offeror shall flow down to all subcontractors/consultants included as part of the proposal regardless of whether or not the subcontractor is also a SeaPort-e MAC holder with a different maximum fee rate. ***In addition, ODCs are Non-Fee Bearing (ODCs may include applicable indirect cost elements such as G&A, and Material and Handling, but may not include fee).***

**52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a performance based Cost-Plus-Fixed-Fee (CPFF), Level of Effort (LOE) and Cost task order resulting from this solicitation.

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This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

Internet address: <http://farsite.hill.af.mil/> OR <http://acquisition.gov/far/>

## **L-1 INSTRUCTIONS TO OFFERORS (MAR 2017)**

(a) *Definitions.* In the context of task/delivery order procurements, as used in this provision --

“In writing,” “writing,” or “written” means any worded or numbered expression which can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

“Proposal modification” is a change made to a proposal before the solicitation’s closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

“Proposal revision” is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations. Final proposal revisions may not necessarily be requested from all offerors at the conclusion of discussions. In addition, a common cut-off date for final proposal revisions is not required.

“Time,” if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) *Amendments to solicitations.* If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) *Submission, modification, revision, and withdrawal of proposals.*

(1) Proposals shall be submitted in accordance with provision L-349.

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(2) The first page of the proposal must show –

(i) The solicitation number;

(ii) The name, address, and telephone numbers of the offeror (and electronic address if available);

(iii) A statement specifying agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) *Submission, modification, revision, and withdrawal of proposals.*

(i) Offerors are responsible for submitting proposals, and any modification, or revisions, so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)

(A) Any proposal, modification, or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, and --

(1) The offeror complied with the instructions contained in Provision L-349; or

(2) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.



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(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(4) Unless otherwise specified in the solicitation, the offeror shall propose to provide all items required by the solicitation.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) *Offer expiration date.* Proposals in response to this solicitation will be valid for the number of days requested in Provision L-335 (unless a different period is proposed by the offeror).

(e) *Restriction on disclosure and use of data.* Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall –

(1) Mark the title page with the following legend:

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This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed -- in whole or in part -- for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of -- or in connection with -- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) *Contract award.*

(1) The Government intends to award a task order resulting from this solicitation to the responsible offeror whose proposal represents the best value after evaluation in accordance with the factors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities/omissions in proposals received, or allow for the correction of these issues through clarifications.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. In such case, to permit an efficient task order competition, the Contracting Officer will limit the number of proposals to be included in discussions to those which stand the greatest likelihood of representing the best value to the Government. In addition, the Government may limit its cost realism analysis to the offeror(s) most likely to receive task order award.

(5) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(6) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

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(a) **General Information**

The Government intends to evaluate proposals in accordance with H.5 TASK ORDER PROCESS of the SeaPort-e basic contract (paragraph C, Competitive Ordering Process). The Government intends to award a task order based on initial proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost/price and technical standpoint. However, in accordance with clause H.5 TASK ORDER PROCESS of the SeaPort-e basic contract, the Government may contact all or a limited number of offerors with questions concerning their proposal. Formal Source Selection procedures, in accordance with FAR Part 15, will not be used.

If an offeror (1) fails or refuses to assent to any of the terms and conditions of this RFP, (2) proposes additional terms or conditions, or (3) fails to submit any of the information required by this solicitation and in the manner specified in paragraph (b) below, then the proposal may receive a rating of Unacceptable and may be rejected without further evaluation.

The contracting office should be contacted by the time allotted in provision L-349 if any part of these instructions is not understood.

(b) **Proposal Format**

In addition to all other requirements of this solicitation, each offeror shall provide a detailed proposal addressing each of the areas described in Section L and to be evaluated in accordance with Section M. This information shall be presented in the form of a written proposal as outlined below. Proposals submitted for consideration for award must address the full scope of requirements as set forth in Sections L and M of the solicitation.

The offeror shall submit electronic files as delineated below:

FILE	ELECTRONIC FILE NAME	ELECTRONIC SUBMISSION	FORMAT
Cover Letter	CovLtr	Limit 1 page ( <i>Reference provision L-1(c)(2), (d), and (e)(1), "Instructions to Offerors"</i> )	pdf
Factor A – Technical Capability	TechCap	Reference Information Sheet - Summary Data, <b>Attachment 1A</b> ( <i>1 page</i> )  Contract Specific Data, <b>Attachment 1B</b> ( <i>1 page</i> ) ( <b><i>Limit 10 total pages for contract specific technical capabilities data</i></b> )	pdf
Factor B – Cost / Price	CostNar	Cost/Price Proposal Narrative  (to include information listed in Factor B (1) of this provision)	pdf

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	CostData	Supporting documentation for data other than certified cost or pricing data ( <i>Ref FAR 52.215-20 Alt IV</i> ) also including DCAA and/or DCMA correspondence ( <i>if applicable</i> )	pdf
	PosDescrip	Position Descriptions/Labor Mapping	pdf
	PrimeCost	Prime – Pricing Model, <b>Attachment 2A</b>	Excel
	SubCostNar[Insert Name]	Subcontractor Cost/Price Proposal Narrative  (to include information listed in Factor B (1) of this provision)	pdf
	SubCostData	Supporting documentation for data other than certified cost or pricing data ( <i>Ref FAR 52.215-20 Alt IV</i> ) also including DCAA and/or DCMA correspondence ( <i>if applicable</i> )	pdf
	SubPosDescrip	Position Descriptions/Labor Mapping	pdf
	SubCost[Insert Name]	Subcontractor Pricing Model, <b>Attachment 2B</b>  (1 File per Subcontractor)	Excel
Solicitation Form	SF	Solicitation Form ( <i>i.e. cover page of the solicitation</i> )	pdf
Contract Reference Rationale	RefRat	Contract Reference Rationale ( <i>if applicable</i> )  <i>Ref L-317 Factor A</i>	pdf
<b>All excel files shall be a functional spreadsheet with formulas, NOT a read-only spreadsheet. Original pdf files shall be searchable.</b>			

Unless otherwise stated, the following formatting requirements apply: For the purpose of this solicitation, a page is defined as one 8.5"x 11" size electronic page with 1 inch margins and using a minimum of 10 point Times New Roman font using normal character spacing and single line spacing. The font style and size requirements also apply to Information Summaries and to graphics, art, figures, imported charts, charts, and any other graphical representation that includes text. Any page that exceeds or fails to meet the size, margin, font or total page limit requirements will not be evaluated. Formatting requirements do not apply to documents or Attachments provided by the Government. Any form that the Government has provided as an Attachment to be filled out by the offeror shall follow the format of the form. For example, the font style and size requirements are not applicable to DCMA Forward Pricing Rate Agreements; however, these documents must be legible.

**(c) Proposal Content**

Proposals shall be submitted in accordance with Provision L-349 "Submission of Electronic Proposals" to permit a detailed evaluation. Each file shall be labeled in accordance with the format in paragraph (b) above. Pages should be numbered.

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A detailed, concise and comprehensive proposal is desired. The proposal shall be sufficient to enable evaluators to make a thorough and complete evaluation, and to arrive at a sound determination as to whether the requirements of this solicitation are satisfied. In preparing the proposal, emphasis should be placed on brief, complete, and factual data in the areas set forth in the RFP. Organization, clarity, accuracy of information, relevance, and completeness are of prime importance. Statements such as “will comply”, or “noted and understood” without supporting narrative to define compliance are not acceptable. Cursory responses or responses which merely reiterate or reformulate solicitation language will not be considered as satisfying the requirements of the RFP or as demonstrating the ability to perform.

## **NON-COST FACTOR**

Proposal shall consist of the information specified for each evaluation factor listed below.

### **Factor A: TECHNICAL CAPABILITY**

Offerors (prime and significant subcontractors) shall submit the information requested below pertaining to relevant Technical Capability, based on the offeror’s corporate experience, using the Reference Information Sheets provided as **Attachments 1A and 1B**. Offerors shall submit data on **current** contracts performed by the offeror and each proposed **significant subcontractor** (if applicable) for efforts **relevant** to the requirements of this RFP. **Current** is defined as a contract/task order performed within the **last three (3) years** from the date of solicitation issuance. **Relevant** is defined as a contract and/or task order similar to the requirements of this RFP. A **significant subcontractor** is defined as a subcontractor or intercompany work agreement (IWA) team member that will be performing at least 20% (expressed as a whole number) of the total proposed labor hours. This data shall be submitted for **at least one (1), but no more than a total of five (5),** of the most **current** and **relevant** contracts and/or task orders for the team (prime and significant subcontractors). **At least one (1) current and relevant contract reference shall be submitted by the prime contractor and each significant subcontractor.** Technical Capability reference data is limited to the prime offeror and significant subcontractors.

Technical Capability reference data for any company, division, subsidiary, etc., that is not included in the technical and cost/price proposal for this task order effort will not be considered. In accordance with H.8 of the SeaPort-e basic contract, affiliated companies may participate in SeaPort-e. A “company” includes affiliates and business units as defined in FAR 2.101. Any proposal submitted in response to a task order solicitation must be submitted in the portal through the account of the prime contract holder and the proposal should clearly identify the affiliate as the prime. **CAUTION:** It is important to this evaluation that the contract reference(s) submitted represent the technical capability/experience of the same companies that are proposed to perform this effort. Therefore, the Government will be comparing the company name(s) cited on the submitted contract reference(s) against the company name(s) cited in the technical and cost/price proposals. In cases where there is any variance between the actual company name(s) cited on the submitted contract reference(s) and the company name(s) identified in the technical and cost/price proposals, the prime contractor shall provide rationale that clearly identifies the correlation and/or association of the company(s). This rationale is to be provided in the Contract Reference Rationale submission. The Government will review the rationale and determine if clear correlation and/or association can be made between the company name(s) cited on the submitted contract reference(s) and the technical and cost/price proposals. In cases where such clear correlation and/or association cannot be made, the contract reference(s) will not be considered.

The offeror shall demonstrate corporate experience by providing references which address the following elements.

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Element A1 Sustaining a moderate to large (20 to 100+ hosted systems) Department of Defense (DoD) hosting environment's networks, storage environments, virtualized servers, backup/restoration and recovery solutions, virtual desktops and server operating systems.

Element A2 Sustaining the following shared services and associated technologies within a DoD hosting environment utilizing enterprise methodologies: Windows Server, Redhat Server, Solaris Server, VMWare vCenter and Site Recovery Manager, Domain Name Services, Host Based Security System (HBSS), Assured Compliance Assessment Solution (ACAS), SLB (Server Load Balancing), and syslog.

Element A3 Ability to operate and maintain a 24/7/365 Data Center Operations Center responsible for monitoring the network, hardware, software, systems and environmental parameters across multiple geographically separated data centers and cloud service providers, as well as alerting escalation points of contacts via phone call, text, and email. The offeror must be able to demonstrate the ability to configure monitoring tools to monitor hardware, software, and environmental parameters that are applicable to the hardware and operating systems.

**PAGE LIMITATIONS:**

1. *The Reference Information Sheet – Summary Data, **Attachment 1A**, shall be submitted for the prime and each significant subcontractor, and is not included in the following page count.*
2. *The Reference Information Sheet – Contract Specific Data **Attachment 1B**, offerors must describe their experience under each contract reference, using a separate **Attachment 1B** for each reference (**Attachment 1B** is not included in the overall page limit stated below). For each contract reference, clearly describe how the corporate experience under the reference relates to the evaluation criteria. While there is no page limit per reference (except the overall page limit for all references), offerors must separately describe their experience under each reference so that the agency can evaluate the relevance of the experience performed under each reference. Offerors are free to allocate pages to references within the **overall page limit of 10 pages**. Offerors shall not provide a single narrative that describes experience under multiple references.*

**COST FACTOR**

**|**

**Factor B: Cost/Price**

The offeror's (prime and subcontractors) Cost/Price Proposal should consist of the following (subcontractor cost proposals are to include the same level of detail as that of the prime):

1. Cost/Price Proposal Narrative to include:
  - An explanation of the Cost/Price Proposal as outlined in Alternate IV to the FAR 52.215-20

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“Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost or Pricing Data” provision, including information required in provisions L-328 and L-329. Also include rationale for any changes to the Pricing Model.

- Identification and Type of Subcontract(s) – Prime offeror shall specify the type of each subcontract (e.g. CPFF, FFP, or T&M) proposed.
  - Identification of cognizant DCAA and DCMA to include name, address, telephone number, and e-mail address;
  - Team Summary Chart (Proposed Team Members, Business Size, General Description of Planned Tasking) including a discussion of the roles and responsibilities of the offeror and its subcontractors (*only required from the prime*).
2. Position Descriptions/Labor Mapping;
  3. Supporting documentation for data other than certified cost or pricing data (*Ref FAR 52.215-20 Alt IV*) also including DCAA and/or DCMA correspondence;
  4. Pricing Model for prime and all subcontractors (*electronic spreadsheet in accordance with **Attachments 2A and 2B***). Pricing Model is also to include a statement of the offeror’s policy regarding Uncompensated Overtime (*if any*) (*Ref FAR 52.237-10*).

## OTHER PROPOSAL REQUIREMENTS

The offeror’s proposal should also consist of the following:

1. Cover Letter
2. Signed and completed Solicitation Form;
3. Contract Reference Rationale (*if applicable*) *Ref L-317 Factor A*.

### **L-328                      LABOR HOURS (Level-of-Effort)**

Each offeror must provide a completed **Attachment 2A** (and **2B** if applicable). For purposes of evaluation, offerors are to propose the exact labor categories and number of labor hours per labor category for each performance period as set forth in the Pricing Model provided as **Attachment 2A**. With the exception of adding any additional required labor categories and hours resulting from an offeror’s accounting procedures (see provision 52.215-20, Part II (1)), OFFERORS SHALL NOT DEVIATE FROM THE LABOR CATEGORIES AND NUMBER OF LABOR HOURS LISTED FOR EACH PERFORMANCE PERIOD IN THE PRICING MODEL. Offers that do not reflect the exact labor categories and number of labor hours per labor category prescribed in the Pricing Model may be determined unacceptable and may be rejected without further consideration.

### **L-329    OTHER DIRECT COST**

a. The Government’s best estimate of Other Direct Cost (ODC) items is set forth in the Pricing Model, **Attachment 2A**. The Government cannot guarantee either the amount for each category or the total estimated amount. Additionally, these amounts do not include any provision for G&A expense or other loading factors.

b. Offerors shall use the stated amounts in the preparation of their cost proposals, except as stated below.

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c. If the offeror has reason to believe that the amounts estimated by the Government are overstated or understated, the offeror shall notify the Contracting Officer in writing prior to the closing of the period for questions. Within this notification, the offeror shall provide a revised estimate and a detailed basis for the proposed revision(s). If the Government finds the rationale to be sound/compelling, the Government will amend the solicitation accordingly.

d. If, based upon the offerors accounting system or disclosure statement, the offeror believes the amounts estimated by the Government are overstated (e.g., an item is included as an element of an indirect expense pool), the offeror may reduce the amount(s). If such a reduction is made, the offeror as part of the Cost/Price Proposal Narrative shall provide a detailed explanation/justification to substantiate the reduction. The Government reserves the right to disregard any reduction if the basis for the reduction is deemed to be unrealistic or inadequate.

e. Failure of other direct cost categories/amounts, either as stated herein or proposed, to materialize during actual task order performance, shall not constitute a constructive change to or breach of the task order.

f. Consistent with Provision 52.215-20, Part II (5)A, the offeror shall identify and propose cost for additional elements of direct cost (i.e. computer usage, reproduction cost, etc.) to be incurred during the performance of the proposed task order consistent with the offeror's Disclosure Statement or the offeror's established accounting practices (if not required to submit a Disclosure Statement). The offeror's failure to identify and cost such additional cost elements shall result in those cost elements being deemed as mutually agreed upon unallowable cost pursuant to the provisions of FAR 31.201-6(a).

***Note: ODCs are Non-Fee Bearing (ODCs may include applicable indirect cost elements such as G&A, and Material and Handling, but may not include fee).***

#### **L-335 ESTIMATED EFFECTIVE AWARD DATE**

For proposal purposes the estimated effective date of contract award is **November 2018**. Offerors are requested to allow their offeror acceptance period to read at least 180 days.

#### **L-349 SUBMISSION OF ELECTRONIC PROPOSALS (MAR 2001) – ALTERNATE I (MAR 2002)**

(a) Offerors (prime and all subcontractors) shall submit their proposals electronically to SPAWARSYSCEN Atlantic according to the instructions contained in this provision. Each electronic file shall be clearly named in accordance with solicitation provision L-317, and shall not contain classified data. Paper submissions will not be accepted for this solicitation.

(b) Proposals are due no later than **12:00 p.m. Eastern time on 30 July 2018**.



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(c) **Prime contractors** shall upload their proposal via the SeaPort-e portal. Proposals will be considered “late” unless the offeror’s COMPLETE PROPOSAL is uploaded to the SeaPort-e portal and is received prior to the closing date and time for receipt of proposals under this solicitation.

(d) **Subcontractors** shall submit their unsanitized proposal via the SeaPort-e portal. The SeaPort Vendor Portal User Guide available on the SeaPort-e portal provides guidance for subcontractor submissions. A teaming relationship must exist between companies in order for a company to submit a proposal as a subcontractor for a prime. Only a prime contractor with the Vendor Admin role can submit a teaming request. For more information on Teaming, please refer to the SeaPort Vendor Portal Admin User Guide. In the event a subcontractor is not registered on the portal and is unable to submit their proposal via the portal by the closing date and time of this solicitation, their unsanitized proposal may be submitted via e-mail to the Contract Specialist in accordance with the requirements set forth in paragraph (f) below. Subcontractors must identify the solicitation number and the prime to which they are proposing. Cost data provided separately by a subcontractor must be received prior to the time and date specified for receipt of proposals under this solicitation.

Subcontractors shall send a sanitized proposal directly to the prime offeror. The prime offeror shall use the information in the subcontractor’s sanitized proposal to include in the Prime’s Pricing Model. The prime offeror shall not include a copy of the subcontractor’s sanitized proposal in their proposal submission.

(e) In the event the SeaPort system is not operational, and the offeror is unable to submit their proposal via the portal, the offeror shall notify the Contract Specialist prior to the proposal submission deadline. Proposals may be submitted via e-mail to the Contract Specialist in accordance with the requirements set forth in paragraph (f) below.

(f) In the event proposal submission is necessary via email proposals may be submitted to the Contract Specialist at lisa.connell@navy.mil and shall be in accordance with the requirements set forth below:

- In order to facilitate transmission, it is recommended that proposal submission files be compressed (zipped) into one, ZIP file entitled “PROPOSAL.PIZ” using WinZip version 6.3 or greater.
- SPAWAR Atlantic’s email systems will not accept a .ZIP file, so zipped files must be named with a .PIZ in lieu of .ZIP.

(g) The period for questions regarding this solicitation ends at 12:00 p.m. Eastern time on **23 July 2018**.

Questions must be submitted through the SeaPort-e portal only. All questions/answers will be viewable in the SeaPort-e portal by all offerors. Offerors will be responsible for monitoring the SeaPort-e portal for responses. Questions received after the specified period may not be answered.

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## SECTION M EVALUATION FACTORS FOR AWARD

### PROVISIONS INCORPORATED BY FULL TEXT

#### 52.217-5 EVALUATION OF OPTIONS (JUL 1990) (Variation)

The Government will evaluate offers for award purposes by adding the total cost and fixed fee for all options to the total cost and fixed fee for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

#### M-307 EVALUATION CRITERIA AND BASIS OF AWARD (BEST VALUE) (VARIATION)

(a) It is the intention of the Government to award one task order as a result of this solicitation in accordance with FAR 16.505. This solicitation is for Zone 4 Gulf Coast and attention is directed to contract clause H.5 TASK ORDER PROCESS of the SeaPort-e basic contract. The task order resulting from this solicitation will be awarded to the offeror whose proposal, conforming to the solicitation requirements, is determined to provide the “best value” to the Government utilizing a tradeoff source selection process among cost and non-cost factors. The “best value” determination will be based on the merits of the offeror’s proposal. The “best value” may not necessarily be the proposal offering the lowest cost, nor receiving the highest technical rating. PROPOSALS THAT DO NOT CONFORM TO THE REQUIREMENTS STATED HEREIN MAY BE DETERMINED UNACCEPTABLE AND MAY BE REJECTED WITHOUT FURTHER EVALUATION.

(b) Proposals will be evaluated on the evaluation factors listed below. **Factor A (Technical Capability) is significantly more important than Factor B (Cost/Price).** While Factor A is significantly more important than cost, the importance of cost as an evaluation factor increases with the degree of technical equality of the proposals. Accordingly, when proposals are considered essentially equal in terms of technical capability, cost may become the determining factor for award. The Government reserves the right to award to a lower cost offeror when the proposals are considered essentially equal in terms of technical capability, or when specific strengths and/or benefits associated with a technically superior proposal do not support the payment of any associated cost or price premium.

(c) The offeror’s proposal shall be in the format prescribed by, and shall contain a response to, each of the areas identified in Sections L and M.

(d) Adjectival Ratings:

The following ratings will be utilized for Technical Capability (Factor A):

Combined Technical/Risk Ratings	
Rating	Description
Outstanding	Proposal indicates exceptional experience with the solicitation’s evaluation requirements and contains multiple strengths, and risk of unsuccessful performance is very low.
Good	Proposal indicates thorough experience with the solicitation’s evaluation requirements and contains at least one strength, and risk of unsuccessful performance is low.

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<b>Acceptable</b>	Proposal meets requirements and indicates adequate experience with the solicitation's evaluation requirements, and risk of unsuccessful performance is no worse than moderate.
<b>Marginal</b>	Proposal has not demonstrated adequate experience with the solicitation's evaluation requirements, and/or risk of unsuccessful performance is high.
<b>Unacceptable</b>	Proposal does not meet requirements of the solicitation and thus, contains one or more deficiencies, and/or risk of unsuccessful performance is unacceptable. Proposal is unawardable.

***CAUTION: A proposal that receives a rating of "Unacceptable" in any non-cost Factor will result in the entire proposal being determined "Unacceptable" and ineligible for award.***

## **NON-COST FACTOR**

### **Factor A: Technical Capability**

The Government will evaluate each offeror's (prime and significant subcontractors) technical capability based on corporate experience. The evaluation will be an assessment of the offeror's corporate experience with work relevant to the evaluation criteria set forth below. The objective of the evaluation is to make a source selection decision based on any strengths, weaknesses, significant weaknesses, and deficiencies identified in the offeror's proposal.

The following Elements will be evaluated:

Element A1 Sustaining a moderate to large (20 to 100+ hosted systems) Department of Defense (DoD) hosting environment's networks, storage environments, virtualized servers, backup/restoration and recovery solutions, virtual desktops and server operating systems.

Element A2 Sustaining the following shared services and associated technologies within a DoD hosting environment utilizing enterprise methodologies: Windows Server, Redhat Server, Solaris Server, VMWare vCenter and Site Recovery Manager, Domain Name Services, Host Based Security System (HBSS), Assured Compliance Assessment Solution (ACAS), SLB (Server Load Balancing), and syslog.

Element A3 Ability to operate and maintain a 24/7/365 Data Center Operations Center responsible for monitoring the network, hardware, software, systems and environmental parameters across multiple geographically separated data centers and cloud service providers, as well as alerting escalation points of contacts via phone call, text, and email. The offeror must be able to demonstrate the ability to configure monitoring tools to monitor hardware, software, and environmental parameters that are applicable to the hardware and operating systems.

The Government's evaluation will be based primarily on the information provided by the offeror and submitted with its proposal (see Section L of the request for proposal for instructions about the preparation of information). The Factor A adjectival rating will be an overall assessment of strengths, weaknesses, significant weaknesses,

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deficiencies, and risks for the entire Factor. The Government will evaluate the work performed for each reference for relevance to the work evaluated under each Element. The more relevant the demonstrated experience is to the contemplated work, the more valuable the experience is to the Government. The Government reserves the right to consider information other than that included on the offeror-prepared forms. Offerors (prime and each significant subcontractor) shall provide reference information only for Technical Capability that is current and relevant as defined in Section L. The offeror will be credited with only those contract references that the Government determines to be current and relevant.

As stated in Section L, Technical Capability reference data (and associated past performance information) is limited to companies that are expected to perform this task order effort, i.e., included in the technical and cost/price proposal data submission with assigned labor category hours. Technical Capability reference data for any company, division, subsidiary, etc., that is not included in the technical and cost/price proposal for this contract effort will not be considered.

If an offeror fails to include the minimum number of current and relevant contract references for both prime and each significant subcontractor as stated in provision L-317 Submission of Proposals, a rating of unacceptable will be assigned to the Technical Capability Factor, the proposal will be rejected, and the offeror will not be considered for task order award.

## **COST FACTOR**

### **Factor B: Cost/Price**

(a) A Cost/Price Proposal shall be submitted in accordance with Section B as set forth in the solicitation. Evaluation of an offeror's proposal shall be based on the information presented in the proposal and information available to the Contracting Office from sources deemed appropriate. Sources typically considered include Defense Contract Audit Agency office, Defense Contract Management Agency, other contracts with the same firms for similar items or services, known commercial sources such as Global Insight Inc. (formally Data Resources, Inc.), Standard and Poor, etc.

Cost proposals will be evaluated in accordance with the criteria in FAR 15.404-1. The reasonableness and realism of offered prices will be evaluated by using the following analytical techniques and procedures:

(1) Price Analysis. Per FAR 15.404-1(b), price analysis will be used to examine and evaluate the proposed price (without evaluating the offeror's separate cost elements) to determine if the offered price is fair and reasonable. The Government may use various price analysis techniques and procedures.

(2) Cost Realism. Cost realism will be performed to evaluate specific elements of each offeror's proposed cost estimate to determine whether the estimated proposed cost elements are realistic for the work to be performed as identified in the solicitation. The purpose of this evaluation will be to assess the degree to which the costs included in the cost proposal accurately represent the work efforts as required by the solicitation and are consistent

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with the supporting data provided by the offeror, and/or other cost-related information available to the Contracting Officer.

Proposed costs may be adjusted, for purposes of evaluation, based on the results of the cost realism evaluation. In the case of a fixed fee, the proposed fee is considered “fixed” and will not be adjusted during cost realism. However, a proposed fee that is higher than the maximum fee rate established in the offeror’s SeaPort-e basic contract will be reduced to the rate set forth in the offeror’s SeaPort-e basic contract.

(b) Uncompensated Overtime Evaluation. The use of uncompensated overtime, as defined in the FAR 52.237-10 “Identification of Uncompensated Overtime” provision in Section L, is discouraged by the Government. Based upon the Government’s assessment of the technical services required herein, it is unrealistic to expect long-term employees to continually work in excess of the industry norm of 40 hours per week. Therefore, the use of uncompensated overtime in this acquisition represents risk to the Government.